OfficeEssentials™ Titles by Topic - May 2013 (new books are added every week!)

Topic / Title	Publisher	Book ISBN	Summary
Desktop Applications			
Corel WordPerfect			
WordPerfect 11 for Dummies	John Wiley & Sons	9780764543524	This guide will teach you how to create professional looking documents using WordPerfect 11 by formatting documents; using templates; creating Web links; adding borders; and much more.
WordPerfect 12 for Dummies	John Wiley & Sons	9780764578083	Written in plain English; this reliable guide will get you going with WordPerfect 12 including how to edit and format text for print or for the Web; make documents eye-catching; create multiple mailings and much more.
WordPerfect Office 2002 for Dummies	John Wiley & Sons	9780764508790	This guide will teach you to use the WordPerfect 2002 suite--WordPerfect 10; Quattro Pro 10; and CorelCENTRAL 10--in all your office-computing tasks to save time and get more done.
Crystal Reports			
Crystal Reports 10 For Dummies	John Wiley & Sons	9780764571374	This handy guide explains how to use Crystal Reports to quickly transform almost any data into interactive content. Learn to create a simple report; and perform basic and advanced reporting features.
Crystal Reports 8 For Dummies	John Wiley & Sons	9780764506420	Anyone who needs to crank out custom reports from common databases should take a look at the information in this book.
Crystal Reports 9 Essentials	Premier Press	9781592000487	This text guides you step by step through the process of creating your own reports with this latest version. Begin with the basics of conceptualizing your report; then move on to advanced topics and functions.
Crystal Reports 9 for Dummies	John Wiley & Sons	9780764516412	This friendly guide will help you utiltize this report writer package so you can make your reports focused and readable; nest one report within another; illustrate points with charts and maps; and use it with Visual Basic; Visual C++; and Visual C#
GroupWise			
Novell GroupWise 6.5 WebAccess Client User Guide	Novell; Inc.	UnAssigned	With this official Novell® document; you'll learn to use the GroupWise WebAccess client and its advanced features to help you read and send messages; use the WebAccess calendar; organize messages in folders; print messages; and much more
Novell GroupWise 6.5 Windows Client User Guide	Novell; Inc.	UnAssigned	With this official Novell® document; you'll learn to use the GroupWise Windows client to connect to your universal mailbox anytime anywhere; schedule appointments and tasks; manage your address book; and more
Lotus Notes			
IBM Lotus Notes and Domino 8 Reviewer's Guide	IBM Redbooks	UnAssigned	This IBM Redpaper will guide you through all the newly released innovative and open features of Notes and Domino 8.
IBM Lotus Symphony For Dummies	John Wiley & Sons	9780470290798	Explaining the open source productivity suite that lets you create documents; spreadsheets; and presentations; this book serves as your no-nonsense guide to using all of the IBM Lotus Symphony applications
Lotus Notes 6 for Dummies	John Wiley & Sons	9780764516498	With this friendly guide; you'll be organizing your e-mail; managing your calendar; and sharing database information in no time.
Lotus Notes and Domino 5 Bible	John Wiley & Sons	9780764545900	Power users can make the most of Lotus Notes and Domino 5 with this book.
Lotus Notes R6 Fast & Easy	Premier Press	9781931841375	The easy-to-follow; visual format of this series offers a quick guide to the new features and step-by-step instructions for using Lotus Notes and will help you master this latest version in no time.

		Mastering Lotus Notes and Domino 6	Sybex	9780782140538	You know the value of effective collaboration--make it a reality with Notes and Domino.
		Mastering Lotus Notes and Domino R5 Premium Edition	Sybex	9780782126358	This book helps everyone from novice users to programmers make the most out of Lotus Notes.
		Mastering Lotus SmartSuite Millenium Edition Release 9.5	Sybex	9780782126204	It's unlikely that you will find a more thorough reference to Lotus's application suite.
		Mastering Lotus SmartSuite Millennium Edition Premium Edition	Sybex	9780782124101	A comprehensive guide for all SmartSuite users in standalone desktop or Notes environments.
		SmartSuite Millennium Edition Bible	John Wiley & Sons	9780764531477	A smart business tool; this bible reveals all the tips; tricks and techniques you'll need to get your work done quickly and easily.
		Working with Lotus Notes 6.5	SkillSoft Press	UnAssigned	Learn about the new features of Lotus Notes 6.5; such as Instant Messaging; new platform support; serviceability enhancements; performance improvements; and single sign-on changes. Ideal for end users and technical admins.
	Microsoft Access				
		Access 2000 for Windows for Dummies	John Wiley & Sons	9780764504440	This Dummies book provides the know-how and encouragement to delve deeper into Access.
		Access 2000: The Complete Reference	McGraw-Hill/Osborne	9780078825125	Delivers its information quickly and cleanly; despite its massive size.
		Access 2002 for Visual Learners	Visibooks; LLC.	9781597060042	Use this plain-English; hands-on guide to get up to speed with Access 2002. Learn database basics; then move on to working with tables; forms; queries and reports in no time.
		Access 2003 for Visual Learners	Visibooks; LLC.	9781597060202	Use this practical guide to learn how to create and administer Microsoft Access. Create reports; modify tables and forms; create queries; sort and filter records; create mailing labels; and much more.
		Access 2003 in Pictures	Visibooks; LLC.	9781597061018	Helping beginners learn to use the Microsoft Access database program; this visual book walks you step-by-step through database basics; working with tables; forms; queries and reports.
		Access 2007 Bible	John Wiley & Sons	9780470046739	Whether you're new to Access or an experienced power-user; this comprehensive reference and tutorial will help you understand and use the all-new interface and gain wider use of XML and Web services.
		Access 2007 For Dummies	John Wiley & Sons	9780470046128	Whether you've used one of the older versions or this is your first exposure to Access; this handy guide will help you find the essentials you need to make this database system work for you.
		Access 2007 Forms & Reports For Dummies	John Wiley & Sons	9780470046593	By skipping the jargon; this helpful guide shows you how to use the enhancements to the forms-and-reports fuction of Access 2007 for targeted queries; forms that improve efficiency; reports that communicate; and more.
		Access 2007 In Pictures	Visibooks; LLC.	9781597061292	Helping beginners learn to use Access 2007; this useful guide shows you how to work with tables; forms; queries; and reports that will make your databases shine.
		Access 2007 VBA Bible: For Data-Centric Microsoft Office Applications	John Wiley & Sons	9780470047026	Whether you're an Access beginner or a power user; this comprehensive guide will show you how to write Visual Basic code that automates Access database tasks; creates standalone scripts; extracts and merges data; and much more.
		Access 2007 VBA Programming for Dummies	John Wiley & Sons	9780470046531	With practical code examples for immediate use in your databases; this book introduces you to the fundamentals of VBA programming and helps you get the most out of your Access applications.
		Access 2007: The L Line; The Express Line to Learning	John Wiley & Sons	9780470107904	With complete tutorial coverage; ample illustrations and examples; real-world applications and hints for avoiding pitfalls; as well as practice exams to evaluate your progress; this guide will get you on the fast track to mastering Access right away.

		Access 2010 Bible	John Wiley & Sons	9780470475348	Whether you want to use the power of Access 2010 to manipulate datasheets; build forms with wizards; or automate query parameters; this book is packed with pages of tips; techniques; and the instruction you need to succeed with Access 2010.
		Access 2010 For Dummies	John Wiley & Sons	9780470497470	In the classic For Dummies tradition; this book provides an education in Access; the interface; and the architecture of a database; and explains the process of building a database; linking information; sharing data; generating reports; and much more.
		Microsoft Access 2007 Data Analysis	John Wiley & Sons	9780470104859	Including practical; real-world scenarios; this unique book shows readers how to save time and increase productivity; and explains how to analyze data using the latest version of Microsoft Access.
		Microsoft Excel & Access Integration with Office 2007	John Wiley & Sons	9780470104880	Offering step-by-step instruction; this invaluable book shows readers how to save time and enhance data analysis and reporting capabilities by combining the abilities of Excel and Access.
		Microsoft Office Access 2007 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470036495	Covering all the latest features and capabilities of Access 2007; this resource provides new and inexperienced Access users with nine task-oriented minibooks that cover beginning to advanced-level material.
		Office and SharePoint 2010 User's Guide: Integrating SharePoint with Excel; Outlook; Access and Word	Apress	9781430227601	Featuring topics for Office users of all skill levels; this book examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment.
		Quick Course in Microsoft Access 2000; Education/Training Edition	Online Training Solutions	9781582780054	Learn how to build a relational database that can be adapted for many types of information.
		Quick Course in Microsoft Access 2002; Training Edition	Online Training Solutions	9781582780702	This guide provides clear instruction and hands-on practice to build powerful relational databases.
		Quick Course in Microsoft Office Access 2003: Fast-Track Training for Busy People; Training Edition	Online Training Solutions	9781582780801	Use this step-by-step course guide to build and manage a relational database that can be adapted for many types of information. Work with tables; forms; queries; reports; data access pages; and more.
		Quick Course in Microsoft Office Access 2007: Fast-Track Training for Busy People; Training Edition	Online Training Solutions	9781582780894	Offering a fast-paced introduction to Microsoft Access 2007; this hands-on guide shows you how to build powerful relational databases for use by multiple team members.
		The Unofficial Guide to Microsoft Office Access 2007	John Wiley & Sons	9780470045978	From setting up tables to encrypting databases; this insider's guide will show you the quirks and shortcuts so you can use Microsoft Access 2007 with confidence.
		The Visibooks Guide to Access 2007	Visibooks; LLC.	9781597060554	Helping students learn how to use the Microsoft Access database; this book covers database basics; working with tables; working with forms; working with queries; and working with reports.
	Microsoft Excel				
		#EXPERT EXCEL PROJECTS tweet Book01: Taking Your Excel Project from Start to Finish Like an Expert	THINKaha	9781616990565	Dedicated to helping corporate executives and individual contributors develop expertise in planning and implementing Excel projects; this book debunks the myth that spreadsheets are intrinsically unreliable; and takes readers from start to finish on planning their next Excel project.
		101 Ready-to-Use Excel Macros	John Wiley & Sons	9781118281215	Providing the tools needed to efficiently and effectively program Excel macros immediately; this invaluable guide offers step-by-step instructions that show how to create VBA macros and explains how to customize your applications to look and work exactly as you want them to.
		Balanced Scorecards & Operational Dashboards with Microsoft Excel; Second Edition	John Wiley & Sons	9781118519653	Presenting step-by-step processes to guide executive teams and managers in creating scorecards and dashboards; this book explains how balanced scorecards help organizations translate strategy into action and the ways that performance dashboards enable managers to monitor operations.
		Beginning Microsoft Excel 2010	Apress	9781430229551	Offering a hands-on approach to the world's most widely used spreadsheet application; this step-by-step guide will show you how to create and edit spreadsheets; use various calculation formulas; employ charts/graphs; and get work done efficiently.
		DAX Formulas for PowerPivot	Holy Macro! Books	9781615470150	Written by the world's foremost PowerPivot blogger and practitioner; this unique book's concepts and approach are introduced in a simple; step-by-step manner tailored to the learning style of Excel users everywhere.
		Don't Fear the Spreadsheet	Holy Macro! Books	9781615470037	Written in a question-and-answer format; this lowest-level beginner book covers the extreme basics of using spreadsheets in Excel; and quickly provides a passable knowledge of the program so users can overcome their fears and frustrations.

		Effective Executive's Guide to Excel 2002	Redmond Technology Press	9781931150088	This reference will help business managers find their way through Excel 2002.
		Excel 2000: No Experience Required	Sybex	9780782123746	Plain talk for first-time users of Microsoft Excel.
		Excel 2002 for Visual Learners	Visibooks; LLC.	9781597060059	Use this hands-on guide to learn all Excel 2002 has to offer. Topics covered include performing basic calculations; formatting worksheets; manipulating data; employing absolute references; and more.
		Excel 2003 for Visual Learners	Visibooks; LLC.	9781597060219	Aimed at beginners; this hands-on guide to learning Excel 2003 will have you performing basic and advanced calculations within worksheets; formatting worksheets; manipulating data; and more--in no time.
		Excel 2003 In Pictures	Visibooks; LLC.	9781597061032	Learn how to create and use Microsoft Excel spreadsheets with help from this user-friendly; practical handbook. Coverage includes basic calculations; formatting text; cells; and rows; manipulating data; adding notes; and more.
		Excel 2007 Advanced Report Development	John Wiley & Sons	9780470046449	With notes; tips; warnings; and real-world examples; this book offers a step-by-step approach and hands-on examples to help you develop powerful and innovative reporting solutions using Microsoft Excel 2007.
		Excel 2007 All-In-One Desk Reference For Dummies	John Wiley & Sons	9780470037386	Use this handy; one-stop guide to create colorful spreadsheets and charts; use Live Preview; and maximize everything Excel 2007 has to offer! You'll learn about the new Ribbon; how to work with formulas; protect your data when you collaborate; and more.
		Excel 2007 Bible	John Wiley & Sons	9780470044032	Including hundreds of examples; techniques; and tips; this comprehensive resource will show you how to get the most out of Excel 2007 no matter what your level of expertise.
		Excel 2007 Data Analysis For Dummies	John Wiley & Sons	9780470045992	From grabbing external data to working with PivotCharts; database functions; and regression analysis; this handy guide shows you step-by-step how Excel can turn raw data into intelligible information.
		Excel 2007 For Dummies Quick Reference	John Wiley & Sons	9780470046715	With this concise reference; you'll quickly find what you need to know about navigating Excel 2007; such as using the Ribbon and Quick Access toolbar; saving; protecting; and recovering files; entering and editing data; and much more.
		Excel 2007 Formulas	John Wiley & Sons	9780470044025	If you already know your way around Excel 2007 and want to use formulas to extend its capabilities even further; this go-to guide shows how to create financial formulas; use array formulas; develop custom worksheet functions with VBA; and more.
		Excel 2007 In Pictures	Visibooks; LLC.	9781597061285	Helping students learn how to create and use Microsoft Excel spreadsheets; this book covers performing basic calculations; formatting worksheets; manipulating data; advanced calculations; and making data visible.
		Excel 2007 Just the Steps For Dummies	John Wiley & Sons	9780470039212	Reflecting the many changes in the latest release of Excel; this handy; helpful book presents concise instructions for carrying out common Excel 2007 tasks such as creating spreadsheets; charts; and PivotTables; sorting and analyzing data; and much more.
		Excel 2007 Miracles Made Easy	Holy Macro! Books	9781932802252	Introducing amazing new features offered in Excel 2007; this concise guide shows users how to create incredible-looking charts; customize color themes to match their corporate logo; utilize data-visualization tools; and learn Pivot Table improvements.
		Excel 2007 PivotTables and PivotCharts	John Wiley & Sons	9780470104873	Loaded with illustrations and real-world examples; this book takes you step by step through creating a PivotTable including formatting; filtering; and grouping data; creating PivotCharts from the data; and much more.
		Excel 2007 Power Programming with VBA	John Wiley & Sons	9780470044018	Packed with procedures; tips; tricks; techniques; and ideas; this guide provides comprehensive; coverage of the revamped Excel interface; new file formats; enhanced interactivity with other Office applications; and upgraded collaboration features.
		Excel 2007 VBA Programming For Dummies	John Wiley & Sons	9780470046746	Clear and nonintimidating; this guide shows you how to use VBA to create Excel apps that look and work the way you want. Learn to work with range objects; control program flow; develop custom dialog boxes; create custom toolbars and menus; and much more.
		Excel 2007: Beyond the Manual	Apress	9781590597989	Including practical examples; as well time saving tips and shortcuts; this guide will help you to maximize your efficiency at producing professional-looking spreadsheets and charts and become competent at analyzing data using a variety of tools.
		Excel 2010 All-in-One For Dummies	John Wiley & Sons	9780470489598	For newcomers to Excel or veterans who just want to learn the latest version; this guide - featuring eight self-contained minibooks - shows how to set up your first spreadsheet; collaborate on a worksheet; present results with charts and graphs; and more.

		Excel 2010 Bible	John Wiley & Sons	9780470474877	Presenting material in a clear; concise; logical format that is ideal for all levels of Excel experience; this authoritative guide provides comprehensive; soup-to-nuts coverage; delivering hundreds of pages of Excel tips; tricks; and techniques you won't find anywhere else
		Excel 2010 Business Basics and Beyond	Holy Macro! Books	9781615470129	Microsoft Excel is one of the most powerful tools a business owner; manager; or new employee has at their disposal; and this guide teaches how to harness business data and put it to use.
		Excel 2010 eLearning Kit For Dummies	John Wiley & Sons	9781118110799	Offering chapter summaries; practice exercises; discussions of concepts and essential terms; this guide shows you step by step to create worksheets; work with formulas and functions; format data; use financial functions; create charts and PivotTables; and more
		Excel 2010 Formulas	John Wiley & Sons	9780470475362	If you already know your way around Excel basics; this invaluable guide can help you master formulas to gain greater Excel functionality; apply formulas to charts and pivot tables; troubleshoot your formulas; develop custom functions; and much more
		Excel 2010 Made Simple	Springer	9781430235453	Containing over 500 screen visuals and clear-cut instructions to guide you through the features of Excel 2010; this hands-on book takes a practical and highly effective approach to showing you the best way to complete your most common spreadsheet tasks
		Excel 2010 Power Programming with VBA	John Wiley & Sons	9780470475355	By teaching you a new approach to Excel and the steps involved in developing a new spreadsheet application; this book will show you how to develop VBA subroutines and functions; use advanced programming techniques; and more
		Excel 2010 Workbook For Dummies	John Wiley & Sons	9780470489604	Helping you boost your knowledge of important Excel tasks by putting your skills to work in real-world situations; this learn-by-doing guide provides more than 100 exercises that help you create actual results with Excel so you can gain proficiency
		EXCEL 2010: No Problem!	John Wiley & Sons (UK)	9780470710227	Sprinkled with loads of notes; quick tips and hands-on guidance throughout the book; this step-by-step reference clearly explains all the new features in easy-to-understand language; helping you get up to speed on the latest version of Excel
		Excel 2013 All-in-One For Dummies	John Wiley & Sons	9781118510100	Whether you're an Excel newbie or a veteran user who wants to learn the latest version; this handy guide shows you Excel basics; worksheet design; formulas and functions; worksheet collaboration and review; charts and graphics; data management; data analysis; and Excel and VBA
		Excel 2013 Bible	John Wiley & Sons	9781118490365	Whether you're an Excel beginner who is looking to get more savvy or an advanced user looking to become a power user; this perennial bestseller provides you with comprehensive coverage as well as helpful tips; tricks; and techniques that you won't find anywhere else
		Excel for Accountants	CPA911 Publishing	9781932925012	Learn how to get the information you need fast with this guide to Excel features. Comprehensive but concise chapters explain how to automate the entry of common business formulas; use pivot tables to extract details; develop financial summaries; and more
		Excel for Auditors	Holy Macro! Books	9781932802160	Providing the tools and techniques necessary for finding errors and fraud in audits; this guide offers best practices for performing a risk assessment and gathering spreadsheet and other data from company systems
		Excel for Marketing Managers	Holy Macro! Books	9781932802139	Outlining powerful Microsoft Excel features that can be used to sort through data to produce meaningful marketing analyses; this hands-on manual covers math functions to produce budgets and forecasts; survey analysis; pivot tables; and more
		Excel for the CEO	Holy Macro! Books	9781932802177	Presenting innovative Microsoft Excel techniques for top management professionals; this reference provides basics; special shortcuts; and tips that cover the special features of Excel.
		Excel for the CFO	Holy Macro! Books	9781615470112	Written specifically for finance managers; this book explores the entire gamut of finance-related functions and is focused on practical approaches to using Excel—including Pivot Tables; Goal Seek; Scenario Builder; and VBA—in problem solving to deliver quality results
		Excel Formulas and Functions For Dummies; 2nd Edition	John Wiley & Sons	9780470568163	By demystifying Excel's built-in functions; this non-threatening book presents step-by-step instructions on 150 of Excel's most useful functions; how they work within formulas; and how to use them to make your life easier
		Excel Formulas and Functions For Dummies; 3rd Edition	John Wiley & Sons	9781118460849	Functions and formulas are Excel's secret weapon; and this friendly guide helps you make sense of them. You'll unlock the mysteries of arrays; discover what goes into a function; understand predictions and probability; analyze data; calculate interest payments and depreciation; and much more
		Excel Gurus Gone Wild: Do the IMPOSSIBLE with Microsoft Excel	Holy Macro! Books	9781932802405	Drawn from actual excel conundrums posted on the author's website; this high-level resource is designed for those who want to stretch Excel to its limits. The book offers in-depth coverage of tips for solving 100 incredibly difficult problems
		Excel Outside the Box	Holy Macro! Books	9781615470105	Through a series of more than 50 techniques; tables; formulas; and charts; this all-encompassing guide for Excel gurus details processes that may be used in any Excel application and across all disciplines.

		Excel VBA Programming For Dummies; 3rd Edition	John Wiley & Sons	9781118490372	By taking your Excel skills to the next level; author and excel guru John Walkenbach (aka Mr. Spreadsheet) shows you how to use VBA; write macros; customize your Excel apps to look and work the way you want; avoid errors; and more
		Excel Workbook For Dummies	John Wiley & Sons	9780471798453	Primarily composed of questions and exercises to help you experience the purpose and benefits of Excel's many features; this book will give you the hands-on experience you need to start using the program with a certain degree of confidence and efficiency
		F1 Get the Most Out of Excel Formulas & Functions: The Ultimate Excel Formulas & Functions Help Guide	Limelight Media	9780974636856	With 300+ solutions to the time-consuming problem of combining Microsoft Excel functions into effective; problem-solving formulas; this handbook addresses those topics of the most interest to Excel users.
		F1 Get the Most out of Excel! The Ultimate Excel Tip Help Guide	Limelight Media	9780974636825	This toolguide will help you maximize your Microsoft Excel abilities. It offers problems and questions; along with answers and solutions for Excel versions 97; 2000; 2002 and 2003.
		Get the Most Out of Excel 2007: The Ultimate Excel 2007 Help Guide	Limelight Media	9780974636870	Offering an amazing collection of tips; tricks; shortcuts; and undocumented hidden solutions; this book will help you work faster and more efficiently with Office Excel 2007.
		John Walkenbach's Favorite Excel 2007 Tips & Tricks	John Wiley & Sons	9780470137666	Consisting of a series of non-trivial tips and tricks that cover all aspects of Excel; this guide will help you deal with function arguments; create charts and pivot tables; tame the new Ribbon; create add-ins; change data entry orientation; and more
		John Walkenbach's Favorite Excel 2010 Tips and Tricks	John Wiley & Sons	9780470475379	Packed with easy-to-understand advice regarding all aspects of Excel; this hands-on resource shares improved ways of speeding up application development with Excel and maximizing the power of Excel to create robust applications
		Learn Excel 2007-2010 From Mr Excel: 512 Excel Mysteries Solved	Holy Macro! Books	9781932802443	Incorporating suggestions sent in by readers; updates to tips so they're compatible with Excel 2010; and tips only available in Excel 2010; this popular software guide leaves readers with not only answers to their specific dilemmas; but also new and quicker ways to use formulas and spreadsheets
		Learn Excel 2011 for Mac	Apress	9781430235217	From using formulas and functions to creating databases; from analyzing data to automating tasks; this practical; hands-on guide will teach you everything you need to know to put Excel 2011 to use in a variety of tasks
		Learn Excel 97 through Excel 2007 From MrExcel: 377 Excel Mysteries Solved	Holy Macro! Books	9781932802276	Featuring alternate formulas and spreadsheet strategies; along with common "gotchas" that trip users up; this no-nonsense guide walks readers through the answers to their specific dilemmas; and offers new and quicker ways to use formulas and spreadsheets
		Learn Excel from Mr. Excel: 277 Excel Mysteries Solved	Holy Macro! Books	9781932802191	Based on real questions from author Bill Jelen's Power Excel Seminars; this lighthearted yet practical book discusses 277 of the most common and irritating problems in Excel; and provides the solutions you need to solve the problems
		Microsoft Excel & Access Integration with Office 2007	John Wiley & Sons	9780470104880	Offering step-by-step instruction; this invaluable book shows readers how to save time and enhance data analysis and reporting capabilities by combining the abilities of Excel and Access.
		Microsoft Excel 2000 Formulas	John Wiley & Sons	9780764546099	A guide to supercharging your spreadsheets with powerful formulas.
		Microsoft Excel 2000 Power Programming with VBA	John Wiley & Sons	9780764532634	Use this guide to harness the full programming power of Excel 2000; from mastering the design-development-deployment process; to working with VBA objects and functions; to creating custom toolbars; menus; and much more
		Microsoft Excel Functions & Formulas	Wordware Publishing	9781598220117	Demonstrating the secrets of Excel functions through the use of practical and useful examples in a quick reference format; this easy-to-use guide shows how to use Excel's built-in tools efficiently.
		Microsoft Excel Functions and Formulas; Second Edition	Mercury Learning	9781936420018	Demonstrating the secrets of Excel through the use of practical and useful examples; this quick reference guide is an excellent tutorial for all Excel users who want to understand; create and apply formulas.
		Microsoft Excel Whiz 2002: Official Certification Guide for Microsoft Office Specialist Core Exam	Innovative Training Works	9780974142562	This book fully covers the Microsoft Office Specialist Excel 2002 Core Certification exam objectives; it is designed to be progressive and modular creating ease of use for beginners yet comprehensive enough as a reviewer
		Microsoft Office Excel 2003 Fast & Easy	Premier Press	9781592000791	Learn how to use Microsoft Office Excel 2003 to manage your data in effective worksheets with this step-by-step guide. Detailed instructions teach you how to create formulas for calculations; link to other workbooks; display your data in charts; and more
		Microsoft Office Excel 2007 For Dummies	John Wiley & Sons	9780470037379	Covering the extensive changes in Excel 2007; this handy guide teaches you all the fundamental techniques you need to know in order to create; edit; format; and print your own worksheets.

		Microsoft Office Excel 2007 for Project Managers	Sybex	9780470047170	Whether you are new to project management or a veteran; this guide will help you learn how to use these powerful tools to schedule jobs; create budgets; manage processes; and share project information.
		Microsoft Office Excel 2007 Formulas & Functions for Dummies	John Wiley & Sons	9780470046555	Discussing the top 150 built-in functions in Excel; this book provides real examples of how to use them alone and in formulas; as well as step-by-step instructions and illustrations of the results.
		Microsoft Office Excel 2007: The L Line; The Express Line to Learning	John Wiley & Sons	9780470107881	Whether you're a student; a professional; or an entrepreneur; you can learn Excel with this start-to-finish guide. Gain solid skills as you go from station to station with Excel basics; integration with other applications; macro creation; and more
		Microsoft Office Specialist: Excel 2003 Study Guide	Sybex	9780471940029	Validate your expertise and get the attention of employers with Microsoft Office Specialist certification. This comprehensive guide will help you prepare for certification in Excel 2003; both the Specialist and Expert levels
		Office and SharePoint 2010 User's Guide: Integrating SharePoint with Excel; Outlook; Access and Word	Apress	9781430227601	Featuring topics for Office users of all skill levels; this book examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment
		Picture Yourself Learning Microsoft Excel 2010	Cengage Learning	9781598638882	Through a highly visual format; this guide will allow readers to learn the features of Microsoft Excel and develop the skills to work with formulas; filter and sort data; work with charts; and much more.
		Quick Course in Microsoft Excel 2000; Education/Training Edition	Online Training Solutions	9781582780030	This fast-paced book teaches Excel 2000 and shows how to create spreadsheets for performing important tasks.
		Quick Course in Microsoft Excel 2002;Training Edition	Online Training Solutions	9781582780696	This fast-paced book teaches Excel 2000 and shows how to create spreadsheets for performing important tasks.
		Quick Course in Microsoft Office Excel 2003	Online Training Solutions	9781582780795	Use this hands-on; authoritative guide to start using Microsoft Excel 2003 to edit; format; print and publish worksheets; perform calculations; graph worksheet data; extract information from a table; use advanced calculations; and more
		Rev Up to Excel 2010: Upgraders Guide to Excel 2010	Holy Macro! Books	9781615470013	Focusing on the amazing new upgrades offered in Excel 2010; this guide shows how to navigate the ribbon interface and leverage the new business-intelligence tools within; from using pivot tables to calculating Texas Hold 'Em probabilities; and more
		Slaying Excel Dragons: A Beginners Guide to Conquering Excel's Frustrations and Making Excel Fun	Holy Macro! Books	9781615470006	Containing over 1000 screenshots and explicit information on everything from rows; columns; and cells to subtotaling; sorting; and pivot tables; this guide aims to alleviate the frustrations that come with using Excel for the first time
		The ABCs of Excel 97 for Windows 95/NT	Sybex	9780782119794	This basic guide will bring even first-time Excel users up to speed on using the popular spreadsheet application.
		The Spreadsheet at 25	Holy Macro! Books	9781932802047	Providing a fascinating look at the software application that helped spur the entire computer industry; this remarkable book reflects on the 25-year history of spreadsheets.
		The Unofficial Guide to Microsoft Office Excel 2007	John Wiley & Sons	9780470045947	With time-saving techniques; practical guidance; and savvy; real-world advice; this guide offers unbiased coverage of how to get the most out of Excel 2007; from creating workbooks and writing formulas to comparing data and much more
		The Visibooks Guide to Excel 2007	Visibooks; LLC.	9781597060530	Helping students learn how to create and use Microsoft Excel spreadsheets; this beginner's guide demonstrates how to perform basic calculations; format worksheets; manipulate data; and more.
		This isn't Excel; it's Magic!: Tips and Tricks for Getting the Most out of Microsoft Excel	IIL Publishing	9780970827654	Discover the magic of Excel and find out how to unleash its full power. Written by a seasoned Excel MVP; this easy-to-use guide contains carefully selected tips and tricks that show you how to work with features; formulas; keyboard shortcuts; and more
		VLOOKUP Awesome Quick: From Your First Excel VLOOKUP to Becoming a VLOOKUP Guru	Holy Macro! Books	9781615474097	By teaching you real-life applications of VLOOKUP; this invaluable guide will show you how to quickly and easily use the VLOOKUP function in Excel to solve common problems.
		Working with Excel: Refreshing Math Skills for Management	Business Expert Press	9781606492802	A refresher of fundamental mathematical operations that broadly support statistical and financial equations and formulas; this book introduces work with equations and formulas in Excel spreadsheets; and will enable managers and analysts to apply the methods themselves
	Microsoft Office 2003				

		Mastering Microsoft Office 2003 for Business Professionals	Sybex	9780782142280	Written for business-minded and experienced Office users; this task-oriented guide focuses on precious time-saving techniques that will help you streamline your day-to-day activities by effectively integrating Word; Excel; Outlook; Access and PowerPoint
		Microsoft Office Specialist: Excel 2003 Study Guide	Sybex	9780471940029	Validate your expertise and get the attention of employers with Microsoft Office Specialist certification. This comprehensive guide will help you prepare for certification in Excel 2003; both the Specialist and Expert levels
		Office 2003 Timesaving Techniques For Dummies	John Wiley & Sons	9780764567612	This handy text offers over 70 real solutions that will speed up numerous Office 2003 tasks; such as organizing Outlook; keeping a virus-free inbox; creating smart reports; presentations; and spreadsheets; and much more
		Office VBA: Macros You Can Use Today	Holy Macro! Books	9781932802061	For any Microsoft Office user familiar with Word; Excel; PowerPoint; Access; or Outlook; this book provides tutorials on the tools and tricks that automate these programs for increased productivity.
		Publisher 2003 for Visual Learners	Visibooks; LLC.	9781597060080	This practical guide will teach you how to easily create; customize; and publish materials such as brochures; newsletters and even Web sites. Learn to enhance and refine documents; create a newsletter from a template or from scratch; and more
		Publisher 2003 in Pictures	Visibooks; LLC.	9781597061162	Use this introductory guide to learn how to create brochures; newsletters; and other documents using Microsoft Publisher.
		Quick Course in Microsoft Office 2003	Online Training Solutions	9781582780764	Offering a fast-paced introduction to the core Office programs; this Quick Course guide provides a firm understanding of the important features of Word; Excel; PowerPoint; Access; and Outlook.
		Quick Course in Microsoft Office Excel 2003	Online Training Solutions	9781582780795	Use this hands-on; authoritative guide to start using Microsoft Excel 2003 to edit; format; print and publish worksheets; perform calculations; graph worksheet data; extract information from a table; use advanced calculations; and more
	Microsoft Office 2007				
		Access 2007 Bible	John Wiley & Sons	9780470046739	Whether you're new to Access or an experienced power-user; this comprehensive reference and tutorial will help you understand and use the all-new interface and gain wider use of XML and Web services.
		Access 2007 For Dummies	John Wiley & Sons	9780470046128	Whether you've used one of the older versions or this is your first exposure to Access; this handy guide will help you find the essentials you need to make this database system work for you.
		Access 2007 Forms & Reports For Dummies	John Wiley & Sons	9780470046593	By skipping the jargon; this helpful guide shows you how to use the enhancements to the forms-and-reports fuction of Access 2007 for targeted queries; forms that improve efficiency; reports that communicate; and more
		Access 2007 VBA Bible: For Data-Centric Microsoft Office Applications	John Wiley & Sons	9780470047026	Whether you're an Access beginner or a power user; this comprehensive guide will show you how to write Visual Basic code that automates Access database tasks; creates standalone scripts; extracts and merges data; and much more
		Access 2007 VBA Programming for Dummies	John Wiley & Sons	9780470046531	With practical code examples for immediate use in your databases; this book introduces you to the fundamentals of VBA programming and helps you get the most out of your Access applications.
		Access 2007: The L Line; The Express Line to Learning	John Wiley & Sons	9780470107904	With complete tutorial coverage; ample illustrations and examples; real-world applications and hints for avoiding pitfalls; as well as practice exams to evaluate your progress; this guide will get you on the fast track to mastering Access right away
		Cutting Edge PowerPoint 2007 For Dummies	John Wiley & Sons	9780470095652	Want to dazzle your audience with a knockout PowerPoint presentation? This guide offers cutting-edge tips and tricks for streamlining PowerPoint; making the most of color and shapes; troubleshooting and adding motion; sound; and effects for maximum punch
		Excel 2007 Advanced Report Development	John Wiley & Sons	9780470046449	With notes; tips; warnings; and real-world examples; this book offers a step-by-step approach and hands-on examples to help you develop powerful and innovative reporting solutions using Microsoft Excel 2007.
		Excel 2007 All-In-One Desk Reference For Dummies	John Wiley & Sons	9780470037386	Use this handy; one-stop guide to create colorful spreadsheets and charts; use Live Preview; and maximize everything Excel 2007 has to offer! You'll learn about the new Ribbon; how to work with formulas; protect your data when you collaborate; and more
		Excel 2007 Bible	John Wiley & Sons	9780470044032	Including hundreds of examples; techniques; and tips; this comprehensive resource will show you how to get the most out of Excel 2007 no matter what your level of expertise.

		Excel 2007 Data Analysis For Dummies	John Wiley & Sons	9780470045992	From grabbing external data to working with PivotCharts; database functions; and regression analysis; this handy guide shows you step-by-step how Excel can turn raw data into intelligible information.
		Excel 2007 For Dummies Quick Reference	John Wiley & Sons	9780470046715	With this concise reference; you'll quickly find what you need to know about navigating Excel 2007; such as using the Ribbon and Quick Access toolbar; saving; protecting; and recovering files; entering and editing data; and much more.
		Excel 2007 Formulas	John Wiley & Sons	9780470044025	If you already know your way around Excel 2007 and want to use formulas to extend its capabilities even further; this go-to guide shows how to create financial formulas; use array formulas; develop custom worksheet functions with VBA; and more.
		Excel 2007 Power Programming with VBA	John Wiley & Sons	9780470044018	Packed with procedures; tips; tricks; techniques; and ideas; this guide provides comprehensive; coverage of the revamped Excel interface; new file formats; enhanced interactivity with other Office applications; and upgraded collaboration features.
		Excel 2007 VBA Programming For Dummies	John Wiley & Sons	9780470046746	Clear and nonintimidating; this guide shows you how to use VBA to create Excel apps that look and work the way you want. Learn to work with range objects; control program flow; develop custom dialog boxes; create custom toolbars and menus; and much more.
		Get the Most Out of Excel 2007: The Ultimate Excel 2007 Help Guide	Limelight Media	9780974636870	Offering an amazing collection of tips; tricks; shortcuts; and undocumented hidden solutions; this book will help you work faster and more efficiently with Office Excel 2007.
		How to Do Everything with Microsoft Office Word 2007	McGraw-Hill/Osborne	9780071490696	Including practical examples; step-by-step instructions; and workarounds; this up-to-date guide makes it easy for both beginners and experienced users to master the powerful features and new interface of Word 2007.
		Microsoft Access 2007 Data Analysis	John Wiley & Sons	9780470104859	Including practical; real-world scenarios; this unique book shows readers how to save time and increase productivity; and explains how to analyze data using the latest version of Microsoft Access.
		Microsoft Excel & Access Integration with Office 2007	John Wiley & Sons	9780470104880	Offering step-by-step instruction; this invaluable book shows readers how to save time and enhance data analysis and reporting capabilities by combining the abilities of Excel and Access.
		Microsoft Office 2007 Business Intelligence: Reporting; Analysis; and Measurement from the Desktop	McGraw-Hill/Osborne	9780071494243	Using real-world examples and clear explanations; this guide will show you how to analyze data and generate reports; scorecards; and dashboards with the Office tools you're already using to help you in your everyday work.
		Microsoft Office Access 2007 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470036495	Covering all the latest features and capabilities of Access 2007; this resource provides new and inexperienced Access users with nine task-oriented minibooks that cover beginning to advanced-level material.
		Microsoft Office Excel 2007 For Dummies	John Wiley & Sons	9780470037379	Covering the extensive changes in Excel 2007; this handy guide teaches you all the fundamental techniques you need to know in order to create; edit; format; and print your own worksheets.
		Microsoft Office Excel 2007 for Project Managers	Sybex	9780470047170	Whether you are new to project management or a veteran; this guide will help you learn how to use these powerful tools to schedule jobs; create budgets; manage processes; and share project information.
		Microsoft Office Excel 2007 Formulas & Functions for Dummies	John Wiley & Sons	9780470046555	Discussing the top 150 built-in functions in Excel; this book provides real examples of how to use them alone and in formulas; as well as step-by-step instructions and illustrations of the results.
		Microsoft Office Excel 2007: The L Line; The Express Line to Learning	John Wiley & Sons	9780470107881	Whether you're a student; a professional; or an entrepreneur; you can learn Excel with this start-to-finish guide. Gain solid skills as you go from station to station with Excel basics; integration with other applications; macro creation; and more.
		Microsoft Office Project 2007 For Dummies	John Wiley & Sons	9780470036518	Offering tips for saving time and money on your projects; this book provides information on relevant project management concepts while also offering specific procedures to build and track your Project plans.
		Microsoft Office Project 2007: All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470137673	Packed with real-world case studies; quick-reference information; tips; and shortcuts; this handy guide provides information on relevant project management concepts while also offering specific procedures to build and track your Project plans.
		Microsoft Outlook 2007 Bible	John Wiley & Sons	9780470046456	Whether you're just venturing into Outlook or are ready to customize and tweak it with VBA programming; this complete A-to-Z guide will show you how to use all the features of Outlook 2007 together so you have a sophisticated system for managing your day.
		Microsoft Word 2007 Bible	John Wiley & Sons	9780470046890	Including hands-on tutorials and real-world practical application information; this book offers expert guidance that puts you in charge; and helps you choose the best way to get your work done; and to get the most out of Word 2007.

		Office 2007 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780471782797	Use this all-in-one text to get the scoop on Microsoft Office 2007 programs and how to supercharge your productivity by using them together. Learn to proofread text in Word; crunch numbers in Excel; subdue junk mail with Outlook; and much more.
		Office 2007 Bible	John Wiley & Sons	9780470046913	With chapters covering Publisher; OneNote; and InfoPath; as well as Groove and SharePoint; this comprehensive guide is a veritable buffet of information from some of the leading Office application experts.
		Office 2007 For Dummies	John Wiley & Sons	9780470009239	Covering all five of the major Office applications—Word; Excel; Outlook; PowerPoint; and Access—this down-to-earth guidebook delivers the basic information you need to use Office efficiently and take advantage of the latest enhancements.
		Outlook 2007 Business Contact Manager for Dummies	John Wiley & Sons	9780470107898	Want to make the most of Business Contact Manager? This nuts-and-bolts guide gets you up and running in no time. Take advantage of the latest features-- from customizing fields to integrating with Office Accounting--to keep your business running smoothly.
		Outlook 2007 For Dummies	John Wiley & Sons	9780470038307	Outlook is a powerhouse for managing e-mail; but do you know what else it can do? This helpful book walks you through the new interface and every feature--sorting and answering e-mail; using notes for reminders; synchronizing schedules; and more.
		PC Magazine Office 2007 Solutions	John Wiley & Sons	9780470046838	From the safest and easiest way to install Office 2007 to keeping it up to date; using Office to create Web pages; and integrating with Vista; this book offers some invaluable insight on increasing productivity and saving time.
		PowerPoint 2007 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470040621	Offering the in-depth coverage you need to conquer PowerPoint complexities; this handy reference will help you to create standout presentations without having to outsource the job to a PowerPoint specialist.
		PowerPoint 2007 Bible	John Wiley & Sons	9780470043684	Showing you how to build a compelling presentation with PowerPoint; this book will bring you up to the level of the most experienced and talented PowerPoint users in your office.
		PowerPoint 2007 For Dummies	John Wiley & Sons	9780470040591	Written for new and inexperienced PowerPoint users; this book will help you discover how to use the latest enhancements to PowerPoint 2007 quickly and efficiently so you can produce unique and informative presentations.
		PowerPoint 2007 Just the Steps For Dummies	John Wiley & Sons	9780470009819	Use this step-by-step guide to learn how you can create and share effective presentations; insert tables; charts and graphs; scale; crop; and position pictures; integrate sound and movies; and much more.
		Quick Course in Microsoft Office Word 2007: Fast-Track Training for Busy People; Training Edition	Online Training Solutions	9781582780863	By the time you finish this Quick Course; you'll have a firm understanding of the components of Word so you can create eye-catching documents; form letters and labels; add visual effects; and much more.
		The Unofficial Guide to Microsoft Office Access 2007	John Wiley & Sons	9780470045978	From setting up tables to encrypting databases; this insider's guide will show you the quirks and shortcuts so you can use Microsoft Access 2007 with confidence.
		The Unofficial Guide to Microsoft Office Excel 2007	John Wiley & Sons	9780470045947	With time-saving techniques; practical guidance; and savvy; real-world advice; this guide offers unbiased coverage of how to get the most out of Excel 2007; from creating workbooks and writing formulas to comparing data and much more.
		The Unofficial Guide to Microsoft Office Word 2007	John Wiley & Sons	9780470045923	Revealing Word 2007 quirks and shortcuts not covered in the manual; this time-saving guide presents tips; tricks; and techniques for increasing your productivity; from deciphering fonts to mass mailings.
		The Unofficial Guide to Outlook 2007	John Wiley & Sons	9780470045961	Find out what the manual doesn't always tell you! Providing savvy; real-world advice for maximizing Outlook 2007; this guide demonstrates workarounds for quirks; reveals time-saving shortcuts; and offers guidance for avoiding prospective pitfalls.
		The Visibooks Guide to Publisher 2007	Visibooks; LLC.	9781597060547	Helping students learn how to create display documents using Microsoft Publisher; this book covers publisher basics; enhancing documents; refining documents; brochures and newsletters; and many advanced features.
		The Visibooks Guide to Word 2007	Visibooks; LLC.	9781597060516	Let this highly illustrated guide show you how to create stunning documents in Word 2007. Learn document basics; how to format long documents; use tables; employ mail merge; templates; and more.
		Using Microsoft Office 2007: Tutorials and Projects; 2nd Edition	John Wiley & Sons	9780470223901	Supporting instruction in the basic use of Microsoft Office 2007 applications (Word; Excel; PowerPoint and Access); this book presents learning modules that are followed by brief projects allowing students to utilize their skills in a business context.
		Visualizing Information with Microsoft Office Visio 2007: Smart Diagrams for Business Users	McGraw-Hill/Osborne	9780071482615	Written by Visio expert David Parker; this comprehensive volume demonstrates how to effectively visualize; explore; and communicate complex business information. Learn to use PivotDiagrams; Data Graphics; and Smart Tags; and more.

		Word 2007 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470040584	Featuring nine books in one; this handy one-stop guide will help you unleash the power of Word 2007 and learn to add graphics and footnotes; create a table of contents; share Word documents; and much more.
		Word 2007 for Dummies	John Wiley & Sons	9780470036587	From starting things up to formatting your documents; dressing them up; and giving them style; this book has everything you need to know to make sure your words get noticed.
	Microsoft Office 2010				
		Beginning Microsoft Office 2010	Apress	9781430229490	Offering a practical; step-by-step guide to getting started with Microsoft Office 2010; this guide presents a hands-on approach to learning everything; new and old; that the world's most popular productivity software suite has to offer.
		Beginning Microsoft Word 2010	Apress	9781430229520	Using step-by-step instructions as well as visual aids and screenshots; this introductory guide teaches the complete Word newbie (as well as slightly experienced yet equally baffled users) what they need to write that thesis or proposal tonight.
		Excel 2010 All-in-One For Dummies	John Wiley & Sons	9780470489598	For newcomers to Excel or veterans who just want to learn the latest version; this guide - featuring eight self-contained minibooks - shows how to set up your first spreadsheet; collaborate on a worksheet; present results with charts and graphs; and more.
		Excel 2010 Business Basics and Beyond	Holy Macro! Books	9781615470129	Microsoft Excel is one of the most powerful tools a business owner; manager; or new employee has at their disposal; and this guide teaches how to harness business data and put it to use.
		Excel Formulas and Functions For Dummies; 2nd Edition	John Wiley & Sons	9780470568163	By demystifying Excel's built-in functions; this non-threatening book presents step-by-step instructions on 150 of Excel's most useful functions; how they work within formulas; and how to use them to make your life easier.
		Microsoft Office 2010 for Dummies eLearning Kit	John Wiley & Sons	9781118029725	Full of colorful illustrations and screen shots; hands-on tutorials; summaries; definitions; and progress assessments; this easy-to-follow guide helps you get the very most out of all the applications in the Office 2010 suite.
		Microsoft PowerPoint 2010 All-in-One For Dummies	John Wiley & Sons	9780470500996	Featuring in-depth coverage of the elements and the process involved in creating knockout presentations; these seven mini-books cover all the new 2010 features; provide a great education for beginners and show PowerPoint veterans lots of new tricks.
		Microsoft Project 2010 For Dummies	John Wiley & Sons	9780470501320	If you've never used project management software before — or you've used previous versions of Project; this book shows you how Project 2010 works and how to get up to speed; what's new; and how to apply it to a real project.
		Microsoft Word 2010 All-in-One For Dummies	John Wiley & Sons	9780470487662	Whether you want to compose simple letters or write 200-page novellas; this informative guide will help you dive into the new features of Word 2010 to create sharper documents.
		Microsoft Word 2010 Bible	John Wiley & Sons	9780470591840	Showing you what's new and improved in Microsoft Word 2010; this practical guide offers step-by-step instructions and best practices to help you avoid pitfalls; discover practical workarounds; and get the very most out of your new Word 2010.
		Office 2010 All-in-One For Dummies	John Wiley & Sons	9780470497487	Whether you're new to Office or need help navigating Office 2010's interface and new features; you'll find the answers; how-to information; advice; shortcuts; and tips in this easy-to-use guide.
		Office 2010 Made Simple	Apress	9781430235750	Conveying information quickly and concisely; this guide presents a practical and highly effective approach to using the Office 2010 Home & Business and Home & Student programs to create and edit documents; and get work done efficiently.
		Office 2010 Web Apps For Dummies	John Wiley & Sons	9780470631676	Showing you how to become a more proficient; more confident user of the Apps; this helpful book walks you through Office 2010 Web Apps and shows you the many ways they can save you time and help streamline your work.
		Office and SharePoint 2010 User's Guide: Integrating SharePoint with Excel; Outlook; Access and Word	Apress	9781430227601	Featuring topics for Office users of all skill levels; this book examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment.
		Office Home and Student 2010 All-in-One For Dummies	John Wiley & Sons	9780470879511	Presenting six mini-books that offer straightforward advice; helpful projects; and real-world examples; this guide reviews common Office 2010 tools and details the basics of the Office ribbon.
		Outlook 2010 All-in-One For Dummies	John Wiley & Sons	9780470487730	Offering a whole new outlook on Outlook 2010; this complete; 10 minibooks-in-one guide shows you how to set up and use Outlook to keep your calendar; track tasks and contacts; organize random bits of essential information; and yes; do e-mail.

		Picture Yourself Learning Microsoft Office 2010	Cengage Learning	9781598638905	Containing clear; step-by-step instructions to walk you through the basics of each application from beginning to end; this valuable guide is packed with information useful to those who have purchased their first computer and are learning Office 2010.
		Project 2010 Bible	John Wiley & Sons	9780470501313	A soup-to-nuts reference on the latest version of Microsoft Project 2010; this comprehensive guide provides an overview of project management basics as well as more advanced topics so that you can learn the scope of what successful project management entails.
		Windows 7 & Office 2010 For Dummies	John Wiley & Sons	9780470941881	Authored by two of the most accomplished computer reference authors of all time; Andy Rathbone and Wallace Wang; this book helps new; intermediate; and experienced users access the power of the Windows 7 operating system and Office 2010 suite to achieve maximum efficiency.
	Microsoft Office 2013				
		Excel 2013 All-in-One For Dummies	John Wiley & Sons	9781118510100	Whether you're an Excel newbie or a veteran user who wants to learn the latest version; this handy guide shows you Excel basics; worksheet design; formulas and functions; worksheet collaboration and review; charts and graphics; data management; data analysis; and Excel and VBA.
		Excel 2013 Bible	John Wiley & Sons	9781118490365	Whether you're an Excel beginner who is looking to get more savvy or an advanced user looking to become a power user; this perennial bestseller provides you with comprehensive coverage as well as helpful tips; tricks; and techniques that you won't find anywhere else.
		Microsoft Office 365 For Dummies	John Wiley & Sons	9781118104507	Explaining the cloud; how Office 365 takes advantage of it; how to use the various components; and the many possibilities offered by Office 365; this friendly guide prepares you to get your head in the cloud and start making the most of Office 365.
		Microsoft Outlook 2013 For Dummies	John Wiley & Sons	9781118490464	Walking you through Outlook 2013 and introducing you to the latest features; this easy-to-understand guide will help you maximize the management of your e-mail; schedule; and general daily activities with the least amount of hassle possible.
		Office 2013 All-In-One for Dummies	John Wiley & Sons	9781118516362	Whether you're a newcomer or a veteran Office user; this friendly-but-informative guide provides in-depth coverage on all the newest updates and enhancements to the Office 2013 suite.
	Microsoft Office 97/2000				
		Introduction Guide to Microsoft® Office® 2000	Books24x7 Guides	UnAssigned	A user guide for corporations migrating to Office 2000.
		Microsoft Office 2000 for Windows For Dummies	John Wiley & Sons	9780764504525	Quickly learn how to use Office 2000 or use this Dummies book as a handy reference.
		Microsoft Office 2000: No Experience Required	Sybex	9780782122930	Learn the basics of Office 2000 skill-by-skill.
		Microsoft Office 97: The Complete Reference	McGraw-Hill/Osborne	9780078823381	A jack-of-all-trades reference that will answer most questions about using the still popular Office 97.
		Migrating to Microsoft Office 2000	Que	9780789722249	Upgrading to Office 2000? Don't even try to do it without this handy quick reference guide for your users.
		Office VBA: Macros You Can Use Today	Holy Macro! Books	9781932802061	For any Microsoft Office user familiar with Word; Excel; PowerPoint; Access; or Outlook; this book provides tutorials on the tools and tricks that automate these programs for increased productivity.
		Quick Course in Microsoft Office 2000; Education/Training Edition	Online Training Solutions	9781582780016	Learn how to efficiently use Microsoft Office 2000--Word; Excel; PowerPoint; Access; Outlook; FrontPage; and Publisher.
	Microsoft Office for Mac				
		Office 2008 for Mac For Dummies	John Wiley & Sons	9780470270325	Packed with the latest Office tips and tricks; this hands-on guide will show you how to create cool-looking newsletters; build spreadsheets and charts; design a presentation with pizzazz; and organize life with your address book; calendar; and e-mail.
		Office 2011 for Mac All-in-One For Dummies	John Wiley & Sons	9780470903711	Helping you get up to speed on the revolutionary changes in Office for the Mac; this soup-to-nuts guide covers everything you'll want to know about the Project Gallery; Word; Excel; PowerPoint; Outlook; and the Project Center.

		Office for Mac 2011: Portable Genius	John Wiley & Sons	9780470610190	Featuring facts; tips; and secrets to help you get the most of out of Office 2011 for Mac; this hip; savvy guide provides the key tools and shortcuts you need to accomplish tasks; without bogging you down in too much detail
		Picture Yourself Learning Microsoft Office 2008 for Mac	Cengage Learning	9781598635157	Whether you are new to using the Microsoft Office suite on your Mac or just want to get up-to-speed quickly with this latest version; this step-by-step book will help you get the most out of your Office for Mac experience
	Microsoft Office Live				
		Microsoft Office Live For Dummies	John Wiley & Sons	9780470116586	From creating a Web site and defining projects; to sharing data with key contacts and tracking company assets; this nuts-and-bolts guide will help you get up and running quickly with Office Live.
	Microsoft Office XP				
		Effective Executive's Guide to Office XP	Redmond Technology Press	9781931150071	An efficient introduction to using all Office XP components.
		Mastering Microsoft Office XP; Premium Edition	Sybex	9780782140002	This comprehensive book provides everything you ever wanted to know about each and every component of Office XP.
		MOUS: Office XP Study Guide	Sybex	9780782141139	Use this study guide to prepare for the seven MOUS Office XP exams that employers are demanding the most.
		Office VBA: Macros You Can Use Today	Holy Macro! Books	9781932802061	For any Microsoft Office user familiar with Word; Excel; PowerPoint; Access; or Outlook; this book provides tutorials on the tools and tricks that automate these programs for increased productivity.
		Office XP 9 in 1 Desk Reference For Dummies	John Wiley & Sons	9780764508196	Your one-stop guide to Microsoft Office XP; the upgrade from Office 2000.
		Quick Course in Microsoft Office XP: Training Edition	Online Training Solutions	9781582780757	This guide provides clear; concise instruction and hands-on practice so you get the most out of Office XP. Learn the basics of Outlook; Access; Word; Excel; and PowerPoint; Publisher; FrontPage; Project; and Visio; then gain proficiency
	Microsoft Outlook				
		Effective Executive's Guide to Outlook 2002	Redmond Technology Press	9781931150040	Learn how to use Outlook 2002 to organize your business messaging and manage your day.
		Fighting Spam For Dummies	John Wiley & Sons	9780764559655	This book presents some techniques for keeping your email address off spammers' mailing lists and; when that fails; keeping junk mail out of your primary inbox with filters and other utilities.
		Manage Your Life with Outlook For Dummies	John Wiley & Sons	9780471959304	By showing you how to make the program serve YOU instead of the other way around; this book explains how you can restore harmony to your life with Outlook to control e-mail; track appointments; use custom shortcuts; and manage tasks
		Mastering Microsoft Outlook 2002	Sybex	9780782140019	Learn how to set up and use this latest version of Outlook.
		Microsoft Outlook 2000 for Windows for Dummies	John Wiley & Sons	9780764504716	Make the most of Outlook 2000’s features with the tips and tutorials in this book.
		Microsoft Outlook 2000: No Experience Required	Sybex	9780782124835	First-time users of Outlook 2000 learn the basics of this e-mail and calendaring application.
		Microsoft Outlook 2007 Bible	John Wiley & Sons	9780470046456	Whether you're just venturing into Outlook or are ready to customize and tweak it with VBA programming; this complete A-to-Z guide will show you how to use all the features of Outlook 2007 together so you have a sophisticated system for managing your day
		Microsoft Outlook 2013 For Dummies	John Wiley & Sons	9781118490464	Walking you through Outlook 2013 and introducing you to the latest features; this easy-to-understand guide will help you maximize the management of your e-mail; schedule; and general daily activities with the least amount of hassle possible

		Office and SharePoint 2010 User's Guide: Integrating SharePoint with Excel; Outlook; Access and Word	Apress	9781430227601	Featuring topics for Office users of all skill levels; this book examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment
		Outlook 2003 for Dummies	John Wiley & Sons	9780764537592	Offering a quick and easy way to get the hang of this useful program and start managing your daily tasks with efficiency; this guide will help you get the most out of Outlook and finally organize your busy life.
		Outlook 2007 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470046722	With clearly written steps; explanations and lots of pictures to help you see if you're getting it right; this book is your one-stop guide to managing e-mail; contacts; and schedules with Outlook.
		Outlook 2007 Business Contact Manager for Dummies	John Wiley & Sons	9780470107898	Want to make the most of Business Contact Manager? This nuts-and-bolts guide gets you up and running in no time. Take advantage of the latest features-- from customizing fields to integrating with Office Accounting--to keep your business running smoothly
		Outlook 2007 For Dummies	John Wiley & Sons	9780470038307	Outlook is a powerhouse for managing e-mail; but do you know what else it can do? This helpful book walks you through the new interface and every feature--sorting and answering e-mail; using notes for reminders; synchronizing schedules; and more
		Outlook 2007: Beyond the Manual	Apress	9781590597965	Showing you how to better manage your time; tasks; mail; and activities using Outlook's sometimes hidden and undiscovered features; this book helps you make yourself more efficient; less cluttered; and more clear about what's happening in your life
		Outlook 2010 All-in-One For Dummies	John Wiley & Sons	9780470487730	Offering a whole new outlook on Outlook 2010; this complete; 10 minibooks-in-one guide shows you how to set up and use Outlook to keep your calendar; track tasks and contacts; organize random bits of essential information; and yes; do e-mail
		Quick Course in Microsoft Outlook 2000; Education/Training Edition	Online Training Solutions	9781582780061	In six to-the-point chapters; this book teaches the latest version of Microsoft Outlook.
		Quick Course in Microsoft Outlook 2002; Training Edition	Online Training Solutions	9781582780740	Put Outlook 2002 to work for you!
		The ABCs of Outlook 97	Sybex	9780782120639	A book filled with useful step-by-step directions and time-saving techniques for users of Microsoft Outlook 97.
		The Unofficial Guide to Outlook 2007	John Wiley & Sons	9780470045961	Find out what the manual doesn't always tell you! Providing savvy; real-world advice for maximizing Outlook 2007; this guide demonstrates workarounds for quirks; reveals time-saving shortcuts; and offers guidance for avoiding prospective pitfalls
		Unleash the Power of Outlook	Holy Macro! Books	9781932802016	For Microsoft Outlook users wishing to further their understanding of the program's features; this guide discusses a full range of functions from communicating with an ever-growing list of contacts to upgrading installations
	Microsoft PowerPoint				
		Better Than Bullet Points: Creating Engaging e-Learning with PowerPoint	Pfeiffer	9780787992453	By providing in-depth guidance; specific instructions; and helpful exercises; this book will enable training practitioners to create impactful learning interactions in PowerPoint.
		Broadcasting Your Microsoft PowerPoint Presentation	Fair Trade DX	9780984463527	How do you pull off a professional-looking broadcast presentation on short notice? This practical guide gives you the essential know-how to create an engaging PowerPoint presentation that you can share in real-time over the web
		Clear and to the Point: 8 Psychological Principles for Compelling PowerPoint Presentations	Oxford Univ. Press	9780195320695	Using hundreds of images and sample slides; this practical guide presents eight simple principles for constructing a presentation that takes advantage of the information modern science has discovered about perception; memory; and cognition
		Cutting Edge PowerPoint 2007 For Dummies	John Wiley & Sons	9780470095652	Want to dazzle your audience with a knockout PowerPoint presentation? This guide offers cutting-edge tips and tricks for streamlining PowerPoint; making the most of color and shapes; troubleshooting and adding motion; sound; and effects for maximum punch
		DAX Formulas for PowerPivot	Holy Macro! Books	9781615470150	Written by the world's foremost PowerPivot blogger and practitioner; this unique book's concepts and approach are introduced in a simple; step-by-step manner tailored to the learning style of Excel users everywhere
		Effective Executive's Guide to PowerPoint 2002	Redmond Technology Press	9781931150002	Make the most of your presentations using PowerPoint 2002 and the advice in this book.

		Mastering PowerPoint 2000	Sybex	9780782123562	This book cuts to the heart of PowerPoint 2000; showing you how to produce everything from a simple presentation to a multimedia extravaganza.
		Mastering PowerPoint 97	Sybex	9780782121544	This book helps beginners and experts alike make the most of PowerPoint 97 presentations.
		Microsoft Office PowerPoint 2003 Fast & Easy	Premier Press	9781592000814	Use this book's easy-to-follow instructions to create dazzling presentations with Microsoft PowerPoint. Step-by-step tips teach you to add data to blank presentations; jazz it up with graphics; animation or digital photos; and publish it to the Web or CD.
		Microsoft PowerPoint 2002 For Dummies	John Wiley & Sons	9780764508172	This book covers both the pre-existing and new capabilities of PowerPoint 2002 and does it with typical …for Dummies humor.
		Microsoft PowerPoint 2010 All-in-One For Dummies	John Wiley & Sons	9780470500996	Featuring in-depth coverage of the elements and the process involved in creating knockout presentations; these seven mini-books cover all the new 2010 features; provide a great education for beginners and show PowerPoint veterans lots of new tricks.
		Microsoft PowerPoint 2010 Bible	John Wiley & Sons	9780470591864	Whether you are speaking live at a podium; delivering content online; or distributing self-running DVDs; this guide will help you get the very most out of all that PowerPoint 2010 has to offer while also learning priceless tips and techniques for making good presentations.
		Power Points!: How to Design and Deliver Presentations That Sizzle and Sell	AMACOM	9780814474693	Today's audiences have come to expect presentations that are informative; innovative and visually exciting. This valuable guide shows readers how to create and use stunning PowerPoint visuals; while also speaking with greater eloquence and persuasiveness.
		PowerPoint 2002 for Visual Learners	Visibooks; LLC.	9781597060066	Learn to create PowerPoint presentations with pizzazz. This hands-on guide will teach you to format text; employ design templates; animate graphics; advance slides automatically; create handouts; and more.
		PowerPoint 2003 for Visual Learners	Visibooks; LLC.	9781597060233	Learn how you can pep up your presentations using PowerPoint 2003. This guide demonstrates how to create and customize a presentation; work with animation; prepare live presentations; and much; much more.
		PowerPoint 2003 In Pictures	Visibooks; LLC.	9781597061100	Designed to assist beginners in learning how to use Microsoft PowerPoint to create powerful presentations; this guide provides coverage of customizing presentations; working with animation; preparing live presentations; and more.
		PowerPoint 2007 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470040621	Offering the in-depth coverage you need to conquer PowerPoint complexities; this handy reference will help you to create standout presentations without having to outsource the job to a PowerPoint specialist.
		PowerPoint 2007 Bible	John Wiley & Sons	9780470043684	Showing you how to build a compelling presentation with PowerPoint; this book will bring you up to the level of the most experienced and talented PowerPoint users in your office.
		PowerPoint 2007 For Dummies	John Wiley & Sons	9780470040591	Written for new and inexperienced PowerPoint users; this book will help you discover how to use the latest enhancements to PowerPoint 2007 quickly and efficiently so you can produce unique and informative presentations.
		PowerPoint 2007 In Pictures	Visibooks; LLC.	9781597061278	Make your presentations shine with help from this illustrated beginner's guide. You'll learn how to create and customize presentations; animate text and graphics; create handouts; make presentations portable; and more.
		PowerPoint 2007 Just the Steps For Dummies	John Wiley & Sons	9780470009819	Use this step-by-step guide to learn how you can create and share effective presentations; insert tables; charts and graphs; scale; crop; and position pictures; integrate sound and movies; and much more.
		PowerPoint Advanced Presentation Techniques	John Wiley & Sons	9780764568817	Take your presentation skills to the next level with this exclusive guide to PowerPoint. Learn about design templates; color schemes; master layouts; importing and manipulating digital photos and video clips; and much more.
		Putting the Power in Your PowerPoint with 21 Mistakes to Avoid and 9 PowerPoint Philosophies	Acanthus Publishing	9781933631905	Addressing different creation and presentation methods; as well as potential pitfalls that you should be aware of; this guide offers practical advice and valuable guidance that is sure to provide a welcome improvement to your next presentation.
		Quick Course in Microsoft Office PowerPoint 2003: Fast-Track Training for Busy People; Training Edition	Online Training Solutions	9781582780818	Use this Quick Course to gain a firm understanding of the components of PowerPoint; such as creating presentations; presenting information visually; working with electronic presentations; adding more visual effects; and more.
		Quick Course in Microsoft PowerPoint 2000; Education/Training Edition	Online Training Solutions	9781582780047	Use this guide to learn how to put together an attention-grabbing presentation that can be easily customized.

		Quick Course in Microsoft PowerPoint 2002; Training Edition	Online Training Solutions	9781582780719	This course manual provides clear; concise instruction and hands-on practice exercises to enable you to start using PowerPoint 2002 right away.
		Special Edition Using Microsoft PowerPoint 2000	Que	9780789719041	A complete guide that covers everything from basic features to presenting to an audience.
		The Visibooks Guide to PowerPoint 2007	Visibooks; LLC.	9781597060523	Helping students learn how to create presentations using Microsoft PowerPoint; this book covers creating and customizing presentations; working with animation and preparing live presentations.
	Microsoft Project				
		99 Tricks and Traps for Microsoft Office Project Including Microsoft Project 2000 to 2007: The Casual User's "Survival Guide"	Eastwood Harris Pty Ltd	9781921059193	Packed with screenshots and constructive tips; this short; snappy guide omits describing the intuitive and obvious functions of Microsoft Project and concentrates on the issues that many users get stuck on or find hard to understand.
		Dynamic Scheduling With Microsoft Office Project 2003: The Book by and for Professionals	J. Ross Publishing	9781932159455	Written by a certified PMP and project management practitioner with over 17 years of experience using and teaching Microsoft Project; this unique guide gives a complete picture of how to use this software to achieve the best results.
		Making Effective Business Decisions Using Microsoft Project	John Wiley & Sons	9781118097397	Including hundreds of graphics; screen shots; and annotations; this accessible and usable guide provides practical and transitional information for those charged with making decisions and supporting corporate and strategic objectives; and who face cost and resource constraints.
		Managing with Microsoft Project 2000	Premier Press	9780761519867	A complete overview of Microsoft Project 2000 and how to use it to manage projects from the most simple to the most complex.
		Managing with Microsoft Project 2002	Premier Press	9781931841351	Your one-of-a-kind guide to project planning.
		Microsoft Office Project 2003 Bible	John Wiley & Sons	9780764542527	By providing a conceptual framework to make computerized project management work for you; this comprehensive; soup-to-nuts reference guides you through the basics of into increasingly detailed Project applications.
		Microsoft Office Project 2007 For Dummies	John Wiley & Sons	9780470036518	Offering tips for saving time and money on your projects; this book provides information on relevant project management concepts while also offering specific procedures to build and track your Project plans.
		Microsoft Office Project 2007: All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470137673	Packed with real-world case studies; quick-reference information; tips; and shortcuts; this handy guide provides information on relevant project management concepts while also offering specific procedures to build and track your Project plans.
		Microsoft Project 2002 Bible	John Wiley & Sons	9780764536533	Organized the way you work; this comprehensive tutorial and reference delivers all the know-how you need to increase productivity and reduce costs on all your business projects with Project 2002.
		Microsoft Project 2002 For Dummies	John Wiley & Sons	9780764516283	Make the most of Project to manage people; time; and money.
		Microsoft Project 2003 For Dummies	John Wiley & Sons	9780764542497	Use this handy reference to learn how to initiate and manage projects using Microsoft Project 2003. Topics covered include working with calendars; using and sharing resources; budgeting; formatting taskbars; and gathering and tracking data; and more.
		Microsoft Project 2010 For Dummies	John Wiley & Sons	9780470501320	If you've never used project management software before — or you've used previous versions of Project; this book shows you how Project 2010 works and how to get up to speed; what's new; and how to apply it to a real project.
		Planning and Control Using Microsoft Project and PMBOK® Guide; Third Edition	Eastwood Harris Pty Ltd	9781921059087	Aimed at Project Management Professionals using Microsoft Project to manage a project using the PMBOK® Guide Processes; this user guide and training manual teaches readers how to plan and progress projects created within Microsoft Project.
		Planning and Scheduling Using Microsoft Office Project 2007; Revised 2009: Including Microsoft Project 2000 to 2003	Eastwood Harris Pty Ltd	9781921059278	Including new workshops and some new text; this book is designed to teach project management professionals how to use Microsoft Project in a project environment.
		Planning and Scheduling Using Microsoft Office Project 2007: Including Microsoft Project 2000 to 2003	Eastwood Harris Pty Ltd	9781921059155	Highlighting differences between Microsoft Office Project 2007 and 2001; 2002 and 2003; this book provides methods for planning and controlling projects using Microsoft Project Office Professional 2007 or Microsoft Office Project Standard 2007.

		Planning and Scheduling Using Microsoft Project 2010	Eastwood Harris Pty Ltd	9781921059353	Highlighting important differences between Microsoft Office Project 2010 and earlier versions; this book provides a method for planning and controlling projects using Microsoft Office Project Professional 2010 or Microsoft Office Project Standard 2010.
		PRINCE 2 Planning and Control Using Microsoft Project: Updated for Microsoft Office Project 2007	Eastwood Harris Pty Ltd	9781921059179	Packed with screen shots and constructive tips; this user guide and training manual is designed to teach people how to use Microsoft Project in a PRINCE2 environment and identifies which PRINCE2 processes may be managed with Microsoft Project.
		PRINCE2 2009 Planning and Control Using Microsoft Project 2010	Eastwood Harris Pty Ltd	9781921059377	Demonstrating practical ways that Microsoft Project may be used to manage programmes; portfolios and projects in a PRINCE2 environment; this book concentrates on the core functions required to plan and control a project.
		PRINCE2 Planning and Control Using Microsoft Project	Eastwood Harris Pty Ltd	9781921059063	Packed with screen shots and constructive tips; this user guide and training manual is designed to teach people how to use Microsoft Project in a PRINCE2 environment and identifies which PRINCE2 processes may be managed with Microsoft Project.
		PRINCE2 Planning and Control Using Microsoft Project: Updated for PRINCE2 2009 and Microsoft Office Project 2007	Eastwood Harris Pty Ltd	9781921059292	Aimed at PRINCE2 Practitioners and Project Managers in any industry; this book identifies which PRINCE2 processes may be handled with Microsoft Project and how the software may be effectively used to assist in managing projects.
		Project 2010 Bible	John Wiley & Sons	9780470501313	A soup-to-nuts reference on the latest version of Microsoft Project 2010; this comprehensive guide provides an overview of project management basics as well as more advanced topics so that you can learn the scope of what successful project management entails.
		Sams Teach Yourself Microsoft Project 2000 in 24 Hours	Sams	9780672318146	Become a Microsoft Project 2000 aficionado by following the 24 step-by-step lessons contained in this book.
		The Microsoft Project Survival Guide: The Go-To Resource for Stumped and Struggling New Users	Cengage Course Technology	9781598632842	If you've had a project thrust in your lap and have been asked to use Microsoft Project to improve your results; this guide will help you build a project plan; add resources to get it done; nail down your budget; and track and share results.
	Microsoft Publisher				
		Publisher 2003 for Visual Learners	Visibooks; LLC.	9781597060080	This practical guide will teach you how to easily create; customize; and publish materials such as brochures; newsletters and even Web sites. Learn to enhance and refine documents; create a newsletter from a template or from scratch; and more.
		Publisher 2003 in Pictures	Visibooks; LLC.	9781597061162	Use this introductory guide to learn how to create brochures; newsletters; and other documents using Microsoft Publisher.
		Publisher 2007 In Pictures	Visibooks; LLC.	9781597061261	Designed to assist beginners in learning Microsoft Publisher 2007; this illustrated guide covers Publisher basics; enhancing documents; refining documents; brochures and newsletters; and other advanced features.
		Quick Course in Microsoft Office Publisher 2003	Online Training Solutions	9781582780832	By the time you finish this Quick Course; you'll have a firm understanding of the components of Publisher; and you'll know enough to experiment on your own. Learn to create publications; add visual elements; create custom templates; and more.
		Quick Course in Microsoft Publisher 2000	Online Training Solutions	9781582780078	Learn Publisher 2000 to create postcards; brochures and newletters and prepare them for Web publication.
		Quick Course in Microsoft Publisher 2002: Training Edition	Online Training Solutions	9781582780733	Learn how to use Microsoft Publisher 2000 to create postcards; flyers; brochures; and newsletters; as well as how to work with frames; graphics; and templates; and how to prepare publications for printing for the web.
		The Visibooks Guide to Publisher 2007	Visibooks; LLC.	9781597060547	Helping students learn how to create display documents using Microsoft Publisher; this book covers publisher basics; enhancing documents; refining documents; brochures and newsletters; and many advanced features.
	Microsoft Visio				
		Microsoft Office Visio 2007 For Dummies	John Wiley & Sons	9780470089835	Let this handy; user-friendly guide show you how to turn ideas into diagrams and drawings with Visio's stencils and templates. You'll learn how to create business; engineering; software; or network diagrams; format drawings using themes; and much more.
		Visio 2000: The Official Guide	McGraw-Hill/Osborne	9780072120752	Learn to create business drawings; charts; maps; and more with this Visio-endorsed guide.
		Visio 2007 Bible	John Wiley & Sons	9780470109960	Covering both Visio Standard and Visio Professional; this book explains Visio fundamentals as well as more advanced techniques that help you master any type of diagram.

		Visualizing Information with Microsoft Office Visio 2007: Smart Diagrams for Business Users	McGraw-Hill/Osborne	9780071482615	Written by Visio expert David Parker; this comprehensive volume demonstrates how to effectively visualize; explore; and communicate complex business information. Learn to use PivotDiagrams; Data Graphics; and Smart Tags; and more
	Microsoft Word				
		Beginning Microsoft Word 2010	Apress	9781430229520	Using step-by-step instructions as well as visual aids and screenshots; this introductory guide teaches the complete Word newbie (as well as slightly experienced yet equally baffled users) what they need to write that thesis or proposal tonight
		How to Do Everything with Microsoft Office Word 2007	McGraw-Hill/Osborne	9780071490696	Including practical examples; step-by-step instructions; and workarounds; this up-to-date guide makes it easy for both beginners and experienced users to master the powerful features and new interface of Word 2007
		Microsoft Word 2002 for Law Firms	Cengage Course Technology	9780761533948	Microsoft Word is used in law firms for legal briefs; templates; pleadings; and much more. By providing industry-specific information about Word 2002; this comprehensive guide will help you operate effectively and efficiently in your legal environment
		Microsoft Word 2007 Bible	John Wiley & Sons	9780470046890	Including hands-on tutorials and real-world practical application information; this book offers expert guidance that puts you in charge; and helps you choose the best way to get your work done; and to get the most out of Word 2007
		Microsoft Word 2010 All-in-One For Dummies	John Wiley & Sons	9780470487662	Whether you want to compose simple letters or write 200-page novellas; this informative guide will help you dive into the new features of Word 2010 to create sharper documents.
		Microsoft Word 2010 Bible	John Wiley & Sons	9780470591840	Showing you what's new and improved in Microsoft Word 2010; this practical guide offers step-by-step instructions and best practices to help you avoid pitfalls; discover practical workarounds; and get the very most out of your new Word 2010
		Microsoft Word Whiz 2002: Official Certification Guide for Microsoft Office Specialist Core Exam	Innovative Training Works	9780974142500	Use this guide to increase proficiency on Microsoft Word 2002. It is designed to be progressive and modular; creating ease of use for beginners; yet comprehensive enough as a review for the Microsoft Office Specialist certification exam
		Office and SharePoint 2010 User's Guide: Integrating SharePoint with Excel; Outlook; Access and Word	Apress	9781430227601	Featuring topics for Office users of all skill levels; this book examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment
		Picture Yourself Learning Microsoft Word 2010	Cengage Learning	9781598638899	Featuring step-by-step instructions and lots of visual guides; this book will help readers learn the latest version of Microsoft Word so they can format a document; use mail merge; work with tables; and much more
		Quick Course in Microsoft Office Word 2003	Online Training Solutions	9781582780788	By the time you finish this Quick Course; you'll have a firm understanding of the components of Word so you can create eye-catching documents; create form letters and labels; add visual effects; and much more.
		Quick Course in Microsoft Office Word 2007: Fast-Track Training for Busy People; Training Edition	Online Training Solutions	9781582780863	By the time you finish this Quick Course; you'll have a firm understanding of the components of Word so you can create eye-catching documents; form letters and labels; add visual effects; and much more.
		Quick Course in Microsoft Word 2000	Online Training Solutions	9781582780023	This guide teaches Word 2000 and shows how to create impressive-looking documents for the workplace.
		Quick Course in Microsoft Word 2002; Training Edition	Online Training Solutions	9781582780689	Provides clear; concise instruction and hands-on practice to enable you to start using this best-selling word processing program.
		Teach Yourself Visually Word 2003; 2nd Edition	John Wiley & Sons	9780471784883	Filled with helpful sidebars that offer practical tips and tricks; this book offers clear; step-by-step screen shots that show you how to tackle more than 125 Word 2003 tasks.
		The ABCs of Word 97	Sybex	9780782119787	Experienced and novice Word 97 users will learn how to use all the product's core functions quickly.
		The Unofficial Guide to Microsoft Office Word 2007	John Wiley & Sons	9780470045923	Revealing Word 2007 quirks and shortcuts not covered in the manual; this time-saving guide presents tips; tricks; and techniques for increasing your productivity; from deciphering fonts to mass mailings.
		The Visibooks Guide to Word 2007	Visibooks; LLC.	9781597060516	Let this highly illustrated guide show you how to create stunning documents in Word 2007. Learn document basics; how to format long documents; use tables; employ mail merge; templates; and more.

		Word 2000 for Windows for Dummies	John Wiley & Sons	9780764504488	Word novices will find this Dummies book a worthwhile tutorial on the product.
		Word 2000: No Experience Required	Sybex	9780782124002	An excellent; complete introduction to Word 2000 for all users; experienced or not.
		Word 2000: The Complete Reference	McGraw-Hill/Osborne	9780072119695	Learn Word 2000 through tutorials oriented to the tasks you are likely to perform.
		Word 2002 for Visual Learners	Visibooks; LLC.	9781597060073	This handy guide will help beginners learn how to create and edit documents; copy; cut and paste; check spelling; set tabs; insert pictures; and use the thesaurus using Microsoft Word.
		Word 2003 Bible	John Wiley & Sons	9780764539718	If you work in an office or own a computer you've probably used Word; but do you know all it can do? This comprehensive reference covers the basics for beginners and then charges right into the impressive new features of Word 2003.
		Word 2003 for Visual Learners	Visibooks; LLC.	9781597060196	Professionalize your documents using Word 2003. This hands-on; beginner's guide shows you the basics of Word; how to create and format a new document; how to use special features; then introduces some advanced techniques; such as using Mail Merge.
		Word 2003 In Pictures	Visibooks; LLC.	9781597061124	Covering the basics; long documents; special and advanced features; this visual guide will help beginners learn how to use Word 2003.
		Word 2007 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470040584	Featuring nine books in one; this handy one-stop guide will help you unleash the power of Word 2007 and learn to add graphics and footnotes; create a table of contents; share Word documents; and much more.
		Word 2007 for Dummies	John Wiley & Sons	9780470036587	From starting things up to formatting your documents; dressing them up; and giving them style; this book has everything you need to know to make sure your words get noticed.
		Word 2007 In Pictures	Visibooks; LLC.	9781597061254	With help from this illustrated guide; you'll learn how to use Word 2007 to create and format documents; check spelling; insert pictures; draw and paint; use templates; and much more.
		Word 2007: Beyond the Manual	Apress	9781590597996	Including examples of practical applications; this book focuses on new features of Word 2007 as well as older features that were once less accessible than they are now.
	OpenOffice.org				
		Base 2.0 In Pictures	Visibooks; LLC.	9781597061193	Learn how to create and use OpenOffice.org Base databases with help from this highly illustrated guide. Coverage includes creating tables; records; forms; queries; and reports; modifying forms; creating queries; and much more.
		Beginning OpenOffice Calc: From Setting Up Simple Spreadsheets to Business Forecasting	Apress	9781430231592	Authored by the widely regarded authority on OpenOffice Calc; this book takes you; step by step; from the interface and handling Calc files to working with data sources small and large; then extends your skillset to data visualization; writing complex formulas and performing statistical analysis.
		Calc 2.0 In Pictures	Visibooks; LLC.	9781597061209	Designed to help beginners learn how to use OpenOffice.org's Calc spreadsheets; this user-friendly guide demonstrates how to perform basic calculations; format worksheets; manipulate data; make data visible; and much more.
		Impress 2.0 In Pictures	Visibooks; LLC.	9781597061216	Use this handy; helpful guide to learn how to create presentations using OpenOffice.org's Impress. Learn how to create a presentation; format pictures and text; arrange slides; add speaker notes; and much more.
		The Visibooks Guide to Base 2.0	Visibooks; LLC.	9781597060387	Designed to help beginners learn to use the OpenOffice.org Base database; this detailed guide will show you how to create a new database; create records forms and reports; modify forms; edit records; create queries; sort results; and much more.
		The Visibooks Guide to Calc 2.0	Visibooks; LLC.	9781597060394	Designed to help beginners learn to create and use OpenOffice.org Calc spreadsheets; this highly illustrated guide will teach you how to perform basic calculations; format worksheets; manipulate data; make data visible; and much more.
		The Visibooks Guide to Impress 2.0	Visibooks; LLC.	9781597060417	Use this introductory guide to learn how to create impressive presentations using OpenOffice.org Impress. Designed for the visual learner; you'll learn to add slides; insert tables and charts; work with animation; add speaker notes; and more.

		The Visibooks Guide to Writer 2.0	Visibooks; LLC.	9781597060462	Designed to help beginners learn to create documents using OpenOffice.org Writer; this visual learner's guide will teach you how to create a new document; format paragraphs; check spelling; insert pictures; use the thesaurus; and more
		Writer 2.0 In Pictures	Visibooks; LLC.	9781597061223	Let this beginner's guide show you how to use OpenOffice.org's Writer program to create eye-catching documents. Learn how to format paragraphs; check spelling; set tabs; insert pictures; employ tables; and more
	Other				
		ACT! 6 For Dummies	John Wiley & Sons	9780764526459	With the help of this easy-to-use guide; you'll learn how to use Act! software to enter and manage your client contact list; generate reports and mailings; cross-reference your schedule; access the Internet and e-mail; and much more
		ACT! Fast & Easy; 2nd Edition	Cengage Course Technology	9781592000418	Use this step-by-step guide to organize your data quickly; design a contact database; track sales performance; correspond via telephone and fax; and much more--with ACT! software.
		Blackboard for Dummies	John Wiley & Sons	9780471798323	Organized to follow the order of concerns that an instructor would be likely to have; this guide shows you how to set up a Blackboard classroom; put your materials on the Internet; communicate online with students; and even evaluate their performance
		CorelDRAW X5 The Official Guide	McGraw-Hill/Osborne	9780071745178	Packed with expert techniques and advice for creating professional-quality art; this hands-on guide is your one-stop reference and workbook to get you started designing visually captivating CorelDRAW artwork.
		Digital Painting Fundamentals with Corel Painter 11	Cengage Learning	9781598638936	Whether you are a new or experienced artist who wants to apply your skills to the digital medium; this book will help you get the hang of Painter 11’s tools and features; as well as hone and perfect your painting and drawing fundamentals
		Essential Articulate Studio '09	Wordware Publishing	9781598220582	Designed to help novice to intermediate users of Articulate Studio ’09 get the most from Presenter; Engage; Quizmaker and Video Encoder; this book is both a tutorial and a primer on designing and building good information and instruction with these tools
		Google Powered: Productivity with Online Tools	John Wiley & Sons	9780470109656	Use this one-stop; how-to guide to unleash the power of free Google office productivity tools so you can create documents; crunch numbers; e-mail with Gmail; build Web sites; share photos; track calendars; and more
		Home Accountz for Dummies	John Wiley & Sons (UK)	9781119968924	Showing you exactly how to use the UK's number one home finance software to look after household expenditures and effectively budget for a positive future; this book is a fun; easy to use guide that takes the chore out of home accounting and puts you in control of your money
		Microsoft Word 2002 for Law Firms	Cengage Course Technology	9780761533948	Microsoft Word is used in law firms for legal briefs; templates; pleadings; and much more. By providing industry-specific information about Word 2002; this comprehensive guide will help you operate effectively and efficiently in your legal environment
		Prezi for Dummies	John Wiley & Sons	9780470625866	A one-stop resource for an exciting new Web-based; slide-free presentation tool; this book gets you in the right frame of mind; introduces you to the revolutionary interface; and helps you create prezis for every purpose
		SmartDraw for Dummies	John Wiley & Sons	9780470396711	Packed with graphics guidelines and tips on using color and images; this book shows you how this business graphics software helps you make boring presentations exciting and how to create graphics that can help you sell; manage; inform; motivate; and more
		Unleash the Power of OneNote	Holy Macro! Books	9781932802023	Organize your life and eliminate the scraps of notepaper that litter your office. In addition to providing basic information on using OneNote's interface; this guide teaches how to use it to do specific tasks such as brainstorming; mind mapping; and more
	QuickBooks				
		QuickBooks 2007 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470085516	Your one-stop guide to managing your small business finances more efficiently; this handy reference will help you track inventory; prepare financial statements and reports; protect your data; save on taxes; and much more
		QuickBooks 2008 All-in-One Desk Reference For Dummies	John Wiley & Sons	9780470184714	Your one-stop guide to successful small business financial management; this book shows all you need to know about setting up and using QuickBooks; as well as accounting chores; business planning; overall financial management; and much more
		QuickBooks 2009 All-in-One for Dummies	John Wiley & Sons	9780470396520	Helping you get through the Quickbooks learning curve in a hurry; this handy reference provides instruction on setting up QuickBooks for your business needs; using it for accounting; bookkeeping; and business planning; keeping your data safe; and more
		QuickBooks 2009 for Dummies	John Wiley & Sons	9780470391815	Written by a top accounting and tax planning consultant; this handy guide tells you what you need to do to be ready for QuickBooks; then how to install and set up the program for your business.

		QuickBooks 2010 for Dummies	John Wiley & Sons	9780470505359	Written by a CPA who knows QuickBooks and business; this handy guide helps you use QuickBooks to track sales and inventory; build budgets; figure job costs; and much more.
		QuickBooks 2011 All-in-One For Dummies	John Wiley & Sons	9780470646502	Providing extensive coverage and expert advice on accounting chores; financial management; business planning; and more; this reference explains the latest updates and enhancements to QuickBooks so users can handle their financial and business management tasks more effectively
		QuickBooks 2012 All-in-One for Dummies	John Wiley & Sons	9781118091197	Going well beyond the basics of how to use QuickBooks; this indispensible reference provides extensive coverage and expert advice on accounting chores; financial management; business planning; and much more
		QuickBooks 2012 for Dummies; UK Edition	John Wiley & Sons	9781119968948	Addressing the unique needs of UK businesses and helping you stay in the black; this unique book shows you how to use this popular software to build a budget; process payroll; create invoices; manage inventory; balance accounts; and much more
		QuickBooks 2013 All-in-One For Dummies	John Wiley & Sons	9781118356395	Authored by CPA and bestselling financial author Stephen L. Nelson; this all-in-one guide covers every aspect of QuickBooks and how it is used; from accounting basics; getting started with QuickBooks; bookkeeping and accounting chores; tips on creating a business plan; and more
		QuickBooks 2013 for Dummies	John Wiley & Sons	9781118356418	Presenting easy-to-understand coverage of the newest release of QuickBooks; this guide can help small- to mid-size business owners build the perfect budget; process payroll; simplify tax return prep work; create invoices; manage inventory; generate income statements; balance accounts; and more
		Running QuickBooks 2005 Premier Editions	CPA911 Publishing	9780972066952	This definitive guide provides information accounting professionals need to provide extra value to clients. Business owners and bookkeepers learn how to use the advanced features and functions; analyze and project company performance; and more
		Running QuickBooks 2006 Premier Editions	CPA911 Publishing	9780972066976	Filled with information for accountants who want to provide extra services to clients; this guide can teach business owners and bookkeepers to use advanced accounting features; create business plans; and analyze and project company performance
		Running QuickBooks 2007 Premier Editions	CPA911 Publishing	9781932925005	Filled with information for accountants who want to provide extra services to clients; this guide can teach business owners and bookkeepers to use advanced accounting features; create business plans; and analyze and project company performance
		Running QuickBooks 2008 Premier Editions	CPA911 Publishing	9781932925036	Filled with information for accounting professionals who want to provide extra services to clients; this guide shows business owners and bookkeepers advanced accounting features; how to create business plans; and analyze and project company performance
		Running QuickBooks 2010; Premier Editions	CPA911 Publishing	9781932925135	Providing easy-to-follow instructions; coverage of undocumented features; and dozens of tips; tricks; and shortcuts; this reference is filled with information for accounting professionals who want to provide extra services to clients
		Running QuickBooks 2012 Premier Editions	CPA911 Publishing	9781932925340	Filled with detailed; easy-to-follow instructions; tips; tricks; shortcuts; undocumented functions; and work-arounds for special situations; this guide shows users how to unleash the full power of QuickBooks Premier Editions; and ensures that they get everything they need from this software
	Quicken				
		Quicken 2004 for Dummies	John Wiley & Sons	9780764542343	Quicken 2004 and this handy guide will help you manage your bills; maximize investments; minimize taxes; multiply savings; and maintain detailed financial records--all from your own PC.
		Quicken 2007 for Dummies	John Wiley & Sons	9780470046005	Organized into tiny; no-sweat descriptions of how to do the things you need to do; this book shows you the easy way to set up Quicken; manage accounts and bills; handle investments; and even take care of small business accounts and payroll
		Quicken 2008 for Dummies	John Wiley & Sons	9780470174739	Offering friendly; plain-English explanations of Quicken 2008; this guide provides step-by-step directions for balancing your checkbook; paying bills; tracking income; following your investments; understanding interest; and much more
		Quicken 2009 For Dummies	John Wiley & Sons	9780470285824	If just thinking about financial management gives you a headache; this plain-English guide shows you how to use Quicken 2009 to track your finances day to day; keep your checkbook and pay bills online; and even plan for tax time
		Quicken 2010 for Dummies	John Wiley & Sons	9780470490020	By showing you how to take control of your money without being an accounting wizard; this plain-English guide will allow you to spend less time crunching numbers and more time making the most of your money.
		Quicken 2011 For Dummies	John Wiley & Sons	9780470646489	Providing you with a thorough update of all the latest features and enhancements to the new release of Quicken 2011; this guide shows you how to track your day-to-day finances; better manage your investments; evaluate the tax implications of your financial decisions; and much more

		Quicken 2012 For Dummies	John Wiley & Sons	9781118091210	Whether you're a first-time Quicken user or looking to take advantage of the updates the latest release has to offer; this thorough guide offers a straightforward-but-fun approach to this popular personal finance software
General Computing					
		Computers: Systems; Terms and Acronyms; 15th Edition	SemCo	9780966842272	This is THE technical reference for non-technical people who need to understand Information Technology. The book contains narrative coverage of IT concepts and systems and more than 3;700 definitions of generic technical terms and acronyms
		Computers: Systems; Terms and Acronyms; 16th Edition	SemCo	9780966842289	Written for non-technical people who need to understand Information Technology; this updated and revised guide explains computer technology and computer terminology in plain English.
		Geeks on Call PCs: 5-Minute Fixes	John Wiley & Sons	9780471779896	Giving you simple and straightforward ways to understand your PC; this guide offers step-by-step directions for diagnosing and solving problems; secrets for making your PC behave; and ways to have more fun.
		Getting StartED with Netbooks	Friends of Ed	9781430225010	Netbooks can help you stay in touch with work; family; and friends wherever you go; and this book shows you how netbooks and other mobile Internet devices can make your life easier; perhaps even better!
		Google Secrets: Do What You Never Thought Possible with Google	John Wiley & Sons	9781118026656	Featuring insider tips; valuable insights; and unbeatable advice on Gmail; Google Voice; Google Sketchup; Google Analytics and more; this informative book reveals the ins; outs; and little-known facts about Google to show you how to sharpen your skills and get more done; more efficiently
		iPad For Seniors For Dummies; 4th Edition	John Wiley & Sons	9781118352779	Including the latest on using the voice dictation feature; making FaceTime video calls; taking and editing photos and HD videos; and more; this friendly; easy-to-follow guide will help seniors take on technology and start enjoying all that the incredible iPad has to offer
		Laptops All-In-One Desk Reference for Dummies	John Wiley & Sons	9780470140925	Offering focused content for new and intermediate laptop users; this comprehensive guide gives laptop owners the detailed information and advice they need to make the most of their computers.
		Laptops All-in-One For Dummies; 2nd Edition	John Wiley & Sons	9780470464908	Whether you want to take a computer with you on a trip; to a coffee shop; or into the kitchen when you're cooking; this ten-minibooks-in-one guide shows how to choose the best laptop for you; what you need to know when you're on the road; how to get more productive and more
		Laptops For Dummies Quick Reference	John Wiley & Sons	9780471798330	User-friendly and complete with a glossary that defines tech terms in layman's language and an index that helps you find the information you need fast; this guide gives you what you need to make the most of your laptop—even if it's your first computer
		Laptops for Dummies; 5th Edition	John Wiley & Sons	9781118115336	From synchronizing with your desktop and coordinating e-mail to maintaining security; networking; working in Windows 8; adding your smartphone to the mix; and more; this fun and friendly book makes understanding laptops simpler than you ever thought possible
		Laptops Simplified	John Wiley & Sons	9780470769027	By skipping long-winded explanations; this visual guide offers step-by-step instructions to show you how to choose the right laptop for your needs and how to use Windows 7 and Office 2010; connect to wireless networks; stay safe online; extend battery life; connect mobile devices; and much more
		Mac at Work	John Wiley & Sons	9780470877005	Whether you're switching from the Windows world or excited about having the same Mac convenience at work that you enjoy at home; this book helps you capitalize on all your Mac brings to the table - at work.
		MacBook Air: Portable Genius; 2nd Edition	John Wiley & Sons	9781118029978	Loaded with tips and techniques for everything from getting started with your MacBook Air to maximizing power and battery life; this concise book will teach you innovative ways to accomplish tasks more efficiently; master new features; and take advantage of accessories
		MacBook for Dummies; 2nd Edition	John Wiley & Sons	9780470278161	If you want to take your movies; music; documents; and Internet wherever the action is; this handy guide will show you how to have more fun and get more done with your MacBook.
		MacBook For Dummies; 3rd Edition	John Wiley & Sons	9780470769188	Packed with coverage of the latest MacBook models; Mac OS X Snow Leopard; iLife; and iWork; this book shows you how to customize your dock and desktop; stay connected while on the road; make movies with iMovie; create and share DVDs; build a Web site with iWeb; and much more
		MacBook for Dummies; 4th Edition	John Wiley & Sons	9781118209202	Packed with coverage of the latest MacBook hardware including the MacBook Air and MacBook Pro plus OS X Mountain Lion; iCloud; iLife; and iWork; this savvy guide helps you make friends with your MacBook the fun and easy way
		PCs for Dummies Quick Reference; 4th Edition	John Wiley & Sons	9780470115268	Offering quick answers and up-to-date information; this concise; superbly organized reference walks you through setting up a PC; the new interface and features of Windows Vista; using basic applications; getting on the Internet; and much more

		PCs For Dummies; 11th Edition	John Wiley & Sons	9780470137284	Written in a crystal clear; humorous; and jargon free style; this guide is the perfect reference for anyone who has just bought a new PC; and covers everything from the hardware and the operating system to software; the Internet; and home networking
		PCs for Dummies; 12th Edition	John Wiley & Sons	9781118197349	Straightforward and entertaining; this jargon-free; fun and friendly PC reference gives you the easy-to-follow guidance you need and is fully updated for Windows 8; using the cloud; and all the newest PC bells and whistles
		PCs for Dummies; Windows 7 Edition	John Wiley & Sons	9780470465424	Loaded with good humor and great help; this refreshingly jargon-free book will allow you to make your PC safe for your kids; get in touch with your digital life; use flash drives; learn about green computing; and much more
		Set up Your Home Office in a Weekend	Premier Press	9780761530541	A guide for setting up a successful home office.
		Simple Computer Security: Disinfect Your PC	John Wiley & Sons	9780470068540	Providing easy-to-follow installation guidance; and ready solutions; this comprehensive guide will help protect you against a wide range of Internet-borne threats.
		Simple Computer Transfer and Backup: Don't Lose your Music and Photos	John Wiley & Sons	9780470068533	Packed with valuable information that will save you time and keep you productive; this easy-to-follow guide will help you to migrate from your old PC to a new one without the hassle.
		Simple Computer Tune-up: Speed Up Your PC	John Wiley & Sons	9780470068557	If your PC is misbehaving; don't let it ruin your day. This book explains how to make the best out of your PC by using PC Pitstop Optimize; which cures many PC "sicknesses" without the need for upgrading or replacing your existing PC
		Social Networking Spaces: From Facebook to Twitter and Everything In Between	Apress	9781430225966	Including information on posting pictures; using add-ons; and working with Facebook and LinkedIn groups; this book explains how to use the variety of social networking sites available to keep in touch; stay in business; and have fun
		The Essential Guide to Home Computer Security	BCS	9781906124694	By developing an understanding of the potential dangers in internet engagement; this relevant book explains how to counter the risks to your bank balance; your children; your privacy; and your data.
		Upgrading & Fixing PCs For Dummies; 7th Edition	John Wiley & Sons	9780470121023	Want to add punch to your PC? This handy reference helps add power to your old computer. Learn to add memory; update your virus protection; get your PC ready for Windows Vista or rev it up as a cool entertainment center
		Upgrading and Fixing Computers Do-it-Yourself For Dummies	John Wiley & Sons	9780470557433	Whether you want to prepare your computer for Windows 7; avoid investing in a new one; or just "go green;" this fully illustrated guide will show you how to add printers and new keyboards; boost performance and increase memory; improve power consumption; and much more
		Windows 8 For Seniors For Dummies	John Wiley & Sons	9781118120286	Presenting easy-to-follow steps and tips for senior readers; this fun and friendly guide demonstrates how to use the Internet; send and receive e-mail; upload and download photos; view videos; listen to music; play games; use a webcam; and more
		Windows 8 for the Older and Wiser	John Wiley & Sons (UK)	9781119941552	Featuring an accessible writing style; a full-color layout; and numerous screenshots; this friendly; step-by-step guide explains what the "windows" are in Windows and how they work; how to customise your Windows desktop; get digital photos from your camera to your PC; and much more
Graphics & Design					
	Adobe				
		Adobe Acrobat 6 PDF For Dummies	John Wiley & Sons	9780764537608	Make document sharing fast and easy with this friendly guide on Adobe Acrobat 6 PDF. Learn to convert documents; distill files; make edits; extract elements; archive; and much more.
		Adobe Captivate 4: The Definitive Guide	Jones and Bartlett Publishers	9780763781378	From getting the software installed through integrating your movies with other applications; this book steps you through all the procedures needed to create Flash movies based on any software on your desktop.
		Adobe Creative Suite All-in-One Desk Reference For Dummies	John Wiley & Sons	9780764556012	If you're responsible for producing quality printed materials or creating great looking Web pages for your organization; this guide is just what you need. The book includes coverage of InDesign; Illustrator; Photoshop; Acrobat; and GoLive
		Adobe Dreamweaver CS5 Bible	John Wiley & Sons	9780470585863	Packed with hands-on instruction and step-by-step tutorials; this essential learning tool and reference guide escorts you through the ins-and-outs of Dreamweaver; showing you how to build dynamic; data-driven sites in no time
		Adobe Flash CS3 Professional Bible	John Wiley & Sons	9780470119372	In this one-stop total reference; two of the savviest Flash experts in the industry take you under the hood of Flash CS3 Professional to show you how to add impact to your Web content.

		Adobe Flash Professional CS6 Essentials	Sybex	9781118129654	From the fundamentals of rich media design to specific techniques; this task-based book clearly shows you how to draw shapes; use the Timeline; add video or audio; create complex animations; and much more.
		Adobe InDesign CS3 Bible	John Wiley & Sons	9780470119389	Whether you're designing a complete book; creating an eye-catching ad; or producing your own newsletter; this essential reference guides you through the complete process of publishing a document from start to finish.
		Adobe InDesign CS5 Bible	John Wiley & Sons	9780470607169	Sharing real-world tips and techniques as well as helpful examples; this in-depth resource clearly explains how InDesign CS5 allows for better typography and transparency features; speedier performance; and more user control than any other layout program.
		Adobe Photoshop 7 Fast & Easy	Premier Press	9781931841931	Use this step-by-step guide for Photoshop 7 to create and edit graphics like a pro.
		Adobe Photoshop CS2 Revealed	Cengage Course Technology	9781592008322	Get the “how” and “why” behind the skills of Adobe Photoshop CS2. This illustration-intensive guide offers creative projects; concise instructions; and complete coverage of basic to advanced Photoshop skills; helping you create dynamic Photoshop art.
		Adobe Photoshop CS6 Essentials	Sybex	9781118094952	Providing clear; step-by-step instruction as well as illustrative; full-color images and examples; this task-based book will help you navigate the user interface; identify design elements; paint and draw in Photoshop; apply layer styles; correct and adjust color; and much more.
		Adobe Photoshop Elements 8: Unleash the Hidden Performance of Elements	Focal Press	9780240521831	Discussing and demonstrating the skills and know-how to create professional-quality results with this budget-priced software; this book will enable any aspiring digital professional to get the maximum performance that Elements has to offer.
		Advanced Photoshop Elements 6 for Digital Photographers	Focal Press	9780240520971	Using easy-to-follow step-by-step instructions as well as full color; inspirational images to demonstrate techniques; this essential guide offers advanced tips and tricks to help the experienced Elements user take their skills to the next level.
		Dreamweaver CS3 Bible	John Wiley & Sons	9780470122143	If you're among the two and a half million Web professionals who already use Dreamweaver; this guide will show you how to produce pages with pizzazz; connect to live databases; integrate with Flash and Photoshop; use advanced technologies; and much more.
		Dreamweaver CS3 For Dummies	John Wiley & Sons	9780470114902	Whether you're a beginner or an experienced Web developer; this friendly guide shows you how to utilize Dreamweaver's newest enhancements to build and manage state-of-the-art; professional Web sites quickly and easily.
		Dreamweaver CS4 All-in-One For Dummies	John Wiley & Sons	9780470391808	Whether you're new to Web site development or simply want to learn all the cool new stuff in Dreamweaver CS4; this one-stop guide gets you going with the basics of a good Web site; shows you how to add zing with Spry effects; set up Contribute; and more.
		Dreamweaver CS4 Bible	John Wiley & Sons	9780470382523	From Dreamweaver basics to what's new in CS4 to cool techniques such as how to use jQuery and drop in Web widgets; this book provides the step-by-step detail you need to build dynamic; data-driven sites.
		Dreamweaver CS6 Bible	John Wiley & Sons	9781118170632	Covering all the updates in the newest version of Dreamweaver; from plug-in free video and audio playback to native mobile application development for Apple iOS; Google Android; Palm; Symbian; BlackBerry; and other platforms; this guide is the comprehensive A-Z reference for all web developers.
		ePublishing with InDesign CS6: Design and Produce Digital Publications for Tablets; Ereaders; Smartphones; and More	Sybex	9781118305591	If you need to know how to build; deploy; and manage digital publications using InDesign; this book is a guide to the process; from understanding platforms and devices and how best to design for them; to creating media-rich content for multiple formats using various technologies.
		Flash 5 Visual JumpStart	Sybex	9780782128925	This book makes learning Flash as easy as singing along to the famous bouncing ball.
		Flash CS3 For Dummies	John Wiley & Sons	9780470121009	Making it easy to pack pizzazz into your Web sites; this handy guide shows you how to enhance your site with animated graphics; boxes; or buttons; morph shapes; create text with exotically changing colors; add sound or video; and more.
		Flash CS4 All-in-One For Dummies	John Wiley & Sons	9780470385395	Whether you're working on your first Flash project or you're a veteran Flash animator ready to get into more advanced applications; this nuts-and-bolts reference shows you Flash's new tricks and shows you how to use them — in a flash!
		Flash CS4 Professional Bible	John Wiley & Sons	9780470379189	Written by two of the world’s leading Flash experts; this comprehensive reference provides undocumented techniques; tips; and tricks on the CS4 release of Flash; the popular tool that allows you to create animations and build interactive Web sites.
		Flash Professional CS5 Bible	John Wiley & Sons	9780470602287	Providing you with unparalleled comprehensive coverage of tips; tricks; and techniques; this reader-friendly guide covers everything you need to know in order to learn and master the latest version of Flash.

		Foundation Flash CS5 for Designers	Friends of Ed	9781430229940	Firmly emphasizing good design techniques that you use in your own projects; this guide is all you'll need to learn Flash CS5 from the ground up; or allow you to quickly catch up on all the cool new features if you already have Flash experience
		How to Do Everything with Adobe Acrobat 8	McGraw-Hill/Osborne	9780072263930	Covering both Adobe Acrobat Standard and Professional editions; this book makes it easy for you to take full advantage of all the new and improved features of this powerful program.
		How to Do Everything: Adobe Acrobat X	McGraw-Hill/Osborne	9780071752930	Based on Acrobat X Pro; which includes all the features of Acrobat X Standard and more; this hands-on guide helps you maximize the capabilities of this powerful software in no time.
		Illustrator 10 For Dummies	John Wiley & Sons	9780764536366	This book covers the latest updates to Adobe Illustrator; including Web graphic tools and new effects you can apply to your images. It also covers timesaving shortcuts; creating brilliant graphics; exporting artwork to other applications; and more
		Illustrator CS for Dummies	John Wiley & Sons	9780764540844	This reference covers the latest updates to Adobe Illustrator; including Web graphic tools and new effects you can apply to your images.
		Illustrator CS3 Bible	John Wiley & Sons	9780470126349	With clear explanations and plenty of examples; this guide reveals the secrets on how to best use Illustrator CS3 for Web graphics; integrate it with the rest of the Creative Suite; work in 3D—and above all; why it's such a radical step up from CS2
		Illustrator CS4 Bible	John Wiley & Sons	9780470345191	From drawing basics to advanced techniques; this comprehensive guide reveals Illustrator CS4's new features; explains how to integrate Illustrator with the rest of the Creative Suite; and teaches you how to create designs that work beautifully
		Illustrator CS4 For Dummies	John Wiley & Sons	9780470396568	Whether you're stepping up to Illustrator CS4 or tackling Illustrator for the first time; this full-color guide gives you the scoop on the newest tools; tips on color control and path editing; ways to organize graphics; and so much more
		Illustrator CS5 Bible	John Wiley & Sons	9780470584750	Beginning with the basics; then quickly ramping up to more advanced topics; this authoritative resource breaks down the powerful program of Illustrator and explores the new features and functions included in the latest version
		InDesign CS4 Bible	John Wiley & Sons	9780470405116	Whether you come from PageMaker; QuarkXPress; or InDesign CS3; this in-depth guide shows you how to get the most out of this innovative software; from better text composition to exporting effects to automating tasks that streamline your workflows
		InDesign CS4 For Dummies	John Wiley & Sons	9780470388488	Whether you're an experienced designer or want to create a cool newsletter for the school soccer team; this guide is packed with tips and techniques for maximizing InDesign's features; along with advice on designing pages that do their job perfectly
		Mastering InDesign CS5 for Print Design and Production	Sybex	9780470650981	Offering comprehensive coverage of topics; step-by-step instruction; and numerous examples and case studies; this practical reference helps you achieve professional results through efficient production workflows and advanced techniques
		Mastering Photoshop 6	Sybex	9780782128413	Both beginners and veterans will find everything they need to know about Adobe's flagship image editor in this comprehensive manual.
		Photoshop 7 at Your Fingertips: Get In; Get Out; Get Exactly What You Need	Sybex	9780782140927	This guide provides an in-depth look at the Photoshop interface; offers time-saving tips and shortcuts; multiple options for each task; specific sections for print designers; web designers and photographers; cross references; and more
		Photoshop CS For Dummies	John Wiley & Sons	9780764543562	Armed with the knowledge of this guide; you can learn Photoshop; work with digital images; understand PICT and EPS files; match clolors; use filters; and produce Web graphics with ease.
		Photoshop CS for Visual Learners	Visibooks; LLC.	9781597060158	Use this helpful; hands-on guide to create and format graphics with pizzazz. Coverage includes creating GIFs and JPGs; changing graphic resolutions; replacing colors; working with layers; and much more.
		Photoshop CS Timesaving Techniques For Dummies	John Wiley & Sons	9780764567827	This plain-English guide provides a comprehensive overview of Photoshop so you can customize your workspace; develop your own digital negatives; install plug-ins; download tool presets; and much more.
		Photoshop CS3 Bible	John Wiley & Sons	9780470115411	Photoshop CS3 has lots of new features; and this practical guide shows you how to work with the CS3 interface and many improved commands; such as enhanced selection tools; a more powerful Clone Stamp; new Vanishing Point capabilities; and much more
		Photoshop CS3 For Dummies	John Wiley & Sons	9780470111956	Whether you're new to Photoshop; want to take your skills up a notch; or want to quickly take advantage of the new features and enhancements in Photoshop CS3; this one-stop guide explains all the cool features in nine easy-to-follow mini-books

		Photoshop CS3 for Forensics Professionals: A Complete Digital Imaging Course for Investigators	Sybex	9780470114544	From metadata and sharpening methods to using the History log and accurately evaluating scale within a scene; this serious guide outlines the processes you need for using Adobe Photoshop in a forensics environment
		Photoshop CS4 All-in-One For Dummies	John Wiley & Sons	9780470327265	Featuring "Putting It Together" exercises that give you hands-on experience; this one-stop reference is filled with the latest tips and techniques that explain and illustrate Photoshop's many facets and features.
		Photoshop CS4 Bible	John Wiley & Sons	9780470345177	Packed with step-by-step instructions; techniques; and tricks; this powerhouse book covers everything; from the basics; to using effects; to building spectacular composites; to creating projects for the Web or video
		Photoshop CS4 For Dummies	John Wiley & Sons	9780470327258	Whether you're just learning Photoshop or want to take your skills up a notch; this guide will show you how to use the newest; coolest techniques; from getting your images into and out of Photoshop; to enhancing; cropping; and color correction; and more
		Photoshop CS4: Essential Skills	Focal Press	9780240521244	Broken into three parts to form a structured; self-study guide; this inspirational book cuts through the complexities of Photoshop to deliver essential; clear guidance on how to get the best results.
		Photoshop CS6 All-in-One For Dummies	John Wiley & Sons	9781118174562	Exploring all the creative ways you can use Photoshop to enhance your images; these eight-minibooks-in-one will show you how to use the cool features Photoshop has to offer; from fundamentals to dynamic digital imaging techniques
		Photoshop Elements 10 All-in-One for Dummies	John Wiley & Sons	9781118107393	User-friendly and detailed; this value-packed reference covers the key features and tools that beginner and experienced users need to create high-quality images for print; e-mail; and the web using the latest release of Photoshop Elements
		Photoshop Elements 11 All-in-One For Dummies	John Wiley & Sons	9781118408223	Combining nine content-rich minibooks in one complete package; this value-packed; user-friendly reference covers the key features and tools that beginner and experienced users need to create high-quality images for print; e-mail; and the web using Photoshop Elements 11
		Photoshop Elements 2 For Dummies	John Wiley & Sons	9780764516757	Step by step; concept by concept; tool by tool; you'll gradually work through a thorough examination of Photoshop Elements 2.0 and the incredible things it can do for your images.
		Photoshop Elements 4.0 In Pictures	Visibooks; LLC.	9781597061186	With detailed and visual instructions on creating and formatting graphics; as well as many advanced techniques; this book will help beginners learn to use Adobe Photoshop Elements.
		Photoshop Elements 5.0 In Pictures	Visibooks; LLC.	9781597061247	Helping beginners learn the basics of creating Web graphics with Adobe Photoshop Elements 5.0; this illustrative tutorial explains the basics; shows how to format graphics; create graphics; enhance graphics; and much more
		Photoshop Elements 7 For Dummies	John Wiley & Sons	9780470397008	Whether you're concerned about color profile embedding or just want to put your kid's photo on a calendar; this full-color guide gives you the scoop on all of Photoshop Elements' coolest features.
		Photoshop Elements 8 After the Shoot	John Wiley & Sons	9780470565094	Grab your camera; your laptop; and the knowledge you'll gain from this book; and you have a studio on the go. Using this guide with Photoshop Elements 8; you can organize; edit; and share your photos wherever you happen to be
		Photoshop Elements 8 for Dummies	John Wiley & Sons	9780470529676	Whether you're a brand-new digital photographer or you get paid to take pictures; this richly-illustrated; friendly guide provides all the essentials on the latest version of the affordable and popular image-editing program: Photoshop Elements
		Sams Teach Yourself Adobe Illustrator 9 in 24 Hours	Sams	9780672319389	Learn Adobe Illustrator 9; the latest version of the world's leading graphics tool; in just 24 one-hour lessons.
		The Visibooks Guide to Photoshop CS2	Visibooks; LLC.	9781597060448	Use this introductory guide to learn how to create Web graphics using Adobe Photoshop CS2. Coverage includes creating and formatting graphics; replacing colors; working with layers; drawing and painting; and much more
		The Visibooks Guide to Photoshop Elements 3.0	Visibooks; LLC.	9781597060455	With help from this beginner's guide; you'll learn to create Web graphics using Adobe Photoshop elements. Discover how to create GIFs and JPGs; crop graphics; change resolution; draw and paint; create text graphics; work with layers; and much more
		The Visibooks Guide to Photoshop Elements 4.0	Visibooks; LLC.	9781597060479	With help from this introductory guide; beginners can learn to create Web graphics using Adobe Photoshop Elements. Coverage includes resizing and cropping graphics; changing resolution; creating shapes; working with layers; and much more
		The Visibooks Guide to Photoshop Elements 5.0	Visibooks; LLC.	9781597061230	Helping beginners learn the basics of creating Web graphics with Adobe Photoshop Elements 5.0; this tutorial covers element basics; and demonstrates how to format; create; and enhance graphics; and more.

	Paint Shop Pro				
		Paint Shop Pro 8 Fast & Easy	Premier Press	9781592000975	With the help of this text; you'll learn to retouch; repair; and edit photos with easy-to-use; high-quality; automatic photo enhancement features; built-in Web tools; artistic drawing and text tools enable you to create and optimize Web graphics.
		Paint Shop Pro 8 for Visual Learners	Visibooks; LLC.	9781597060165	Geared toward beginners; this guide demonstrateshow to create Web graphics using Paint Shop Pro. Learn to create GIFs and JPGs; resize; flip; and rotate graphics; change resolution; lighten or darken graphics; draw and paint; work with layers; and more.
		Paintshop Pro 8 For Dummies	John Wiley & Sons	9780764524400	This handy guide demonstrates the fun and easy way to create and edit images like a pro; and provides tips on retouching photos; producing artistic effects; animating images; and much more.
		Paintshop Pro 8: Zero to Hero	Friends of Ed	9781590592380	This definitive text will teach you how to do just about anything with a digital image; create web graphics; add special effects and filters to images; customize palettes; and much more.
		Photo Restoration and Retouching Using Corel PaintShop Pro X4; Third Edition	Cengage Learning	9781435460577	Providing practical techniques; insider tips; and detailed photo studies that showcase new and old photos alike; this book teaches you how to use PaintShop Pro's plethora of top-notch photo editing tools to retouch; enhance; and restore your photographs.
		Picture Yourself Learning Corel Paint Shop Pro Photo X2	Cengage Course Technology	9781598634259	Filled with step-by-step instructions; tips; and notes; this user-friendly guide helps you harness the power of Paint Shop Pro Photo and discover the fun; practical techniques you can use to perfect your photographs and create dynamic graphic elements.
		Picture Yourself Learning Corel PaintShop Photo Pro X	Cengage Learning	9781435460591	Including step-by-step instructions; tips; and notes; this updated guide will help you harness the power of PaintShop Photo Pro X and discover all the fun and practical techniques that can be used to perfect photographs and create dynamic graphic elements.
		Picture Yourself Learning Corel PaintShop Photo Pro X3	Cengage Learning	9781435456747	Beginning with the basics of working with toolbars; palettes; and rulers; and setting up your PaintShop Photo Pro X3 preferences; this book introduces the tools needed to correct and enhance photographs.
		Picture Yourself Learning Corel PaintShop Pro X5	Cengage Learning	9781285196589	Whether you're new to digital image editing; new to PaintShop Pro; or switching to PaintShop Pro from another image editor; this fun and easy-to-use book will help you quickly develop your photo- and image-editing chops using this powerful but inexpensive software.
	Photography				
		Advanced Photoshop Elements 6 for Digital Photographers	Focal Press	9780240520971	Using easy-to-follow step-by-step instructions as well as full color; inspirational images to demonstrate techniques; this essential guide offers advanced tips and tricks to help the experienced Elements user take their skills to the next level.
		Aperture 3 Portable Genius	John Wiley & Sons	9780470386729	Designed to help you avoid hassle; save time; and quickly learn what you need to know to use Apple's Aperture digital photography software effectively; this concise guide gives you tips; tricks; and savvy advice on everything from navigating Aperture's user interface to publishing albums on the Web.
		Capturing Better Photos & Video with your iPhone	John Wiley & Sons	9780470638026	Packed with unique advice; tips; and tricks; this one-of-a-kind; full-color reference presents step-by-step guidance for taking the best possible quality photos and videos using your iPod or iPhone.
		David Busch's Mastering Digital SLR Photography; Third Edition	Cengage Learning	9781435458321	If you have already conquered most of a digital camera's basic capabilities and now wonder what to do with the enhanced features found in digital SLR cameras; this guide covers the vast improvements in technology in the last 2-3 years; from camera models; to new kinds of lenses and more.
		David Busch's Canon EOS 5D Mark II: Guide to Digital SLR Photography	Cengage Learning	9781435454330	A complete guide to this digital SLR camera; this book includes a wealth of tips and information not found in the user's manual and will be > an indispensable tool for achieving the best possible photographs to new users as well as pros.
		David Busch's Compact Field Guide for the Canon EOS Rebel T2i/550D	Cengage Learning	9781435458765	Featuring all the information you need so you can confidently use your camera on-the-go; this reference guide includes every settings option listed for your Canon T2i/550D; along with advice on why you should use or not use each adjustment.
		David Busch's Compact Field Guide for the Nikon D3000	Cengage Learning	9781435458727	Listing every settings option for your Nikon D3000; as well as settings for a wide variety of shooting situations; this reference guide contains all the information you need so you can confidently use your camera on-the-go.
		David Busch's Compact Field Guide for the Nikon D90	Cengage Learning	9781435458598	Including useful tables which provide recommended settings for a wide variety of shooting situations; including landscapes; portraits; sports; close-ups; and travel; this guide lists every settings option for your Nikon D90; along with advice on why you should use; or not use; each adjustment.
		Digital Photography: Top 100 Simplified Tips & Tricks; 3rd Edition	John Wiley & Sons	9780470147665	Packed with shortcuts; tricks; and tips that let you work smarter and faster; this time-saving; illustrated guide offers a task-oriented; step-by-step approach to help make you a more productive digital photgrapher.

		How to Cheat in Photoshop Elements 8: Discover the Magic of Adobe's Best Kept Secret	Focal Press	9780240521879	Featuring in-depth coverage of photomontage and image manipulation not seen elsewhere; this practical guide includes more than 80 step-by-step projects on page spreads showing the before and after; and all stages in between to stir the imagination
		iPhoto '11: Portable Genius	John Wiley & Sons	9780470642023	Packed with facts; secrets; tips; and techniques to help you manage and edit your digital photos more effectively; this authoritative but down-to-earth book will help you discover and make the most of every feature of iPhoto
		Painter 12 for Photographers: Creating Painterly Images Step by Step	Focal Press	9780240522715	Packed with vivid images to illustrate what can be achieved with the right skills and know-how; this authoritative guide will help you master the techniques needed to transform photographs into beautiful painterly images
		Photoshop Elements 7 All-in-One For Dummies	John Wiley & Sons	9780470434130	Featuring the latest tips and techniques for Photoshop Elements - in rich; full color; this guide offers everything you need to know about organizing; editing; sharing; and creating projects with your photos.
		Skin: The Complete Guide to Digitally Lighting; Photographing; and Retouching Faces and Bodies; Second Edition	Sybex	9780470592120	Covering the very newest trends and techniques in photographing; lighting; and editing skin; this practical and unique guide offers plenty of tips; examples; and valuable advice from the author's own professional experience in the field
Handheld Devices					
	BlackBerry				
		BlackBerry All-in-One for Dummies	John Wiley & Sons	9780470531204	Exploring every feature and application common to all BlackBerry devices; this handy guide explains the topics in depth with tips; tricks and workarounds; and helps you take full advantage of everything your BlackBerry device can do for you
		BlackBerry Bold for Dummies	John Wiley & Sons	9780470525401	Whether you're new to the BlackBerry family or are upgrading from an earlier BlackBerry model; you'll discover that this practical guide will help you get more done and have more fun with your BlackBerry Bold.
		BlackBerry Bold Made Simple: For the BlackBerry Bold 9700 and 9650 Series	Apress	9781430231172	From emailing and scheduling to video recording and expanding memory; this practical; comprehensive guide shows you how to get the most out of your BlackBerry Bold through easy-to-read instructions and detailed visuals
		BlackBerry Curve Made Simple: For the BlackBerry Curve 8520; 8530 and 8500 Series	Apress	9781430231233	Through easy-to-read instructions and detailed visuals; this clear and comprehensive guide explores all of the features of the BlackBerry Curve 8500 series smartphones and uncovers time-saving techniques—from emailing and scheduling to GPS mapping and using apps
		BlackBerry for Dummies	John Wiley & Sons	9780471757412	Learn to use your BlackBerry to make phone calls; e-mail; track appointments; and even remember the grocery list. This plain-English guide explains what BlackBerry can do to make your life more productive.
		BlackBerry For Dummies; 4th Edition	John Wiley & Sons	9780470607008	Covering a range of valuable how-to topics; this helpful guide explores the BlackBerry's most useful features; techniques for getting the most out of your BlackBerry; and practical information about power usage
		BlackBerry for Dummies; 5th Edition	John Wiley & Sons	9781118100356	Exploring all the features of the new BlackBerry and its upgraded OS; this handy guide offers tips and shortcuts plus information about managing power usage; synching your BlackBerry to your desktop; and taking advantage of the expandable memory
		BlackBerry For Dummies; Third Edition	John Wiley & Sons	9780470457627	Whether you've just bought your first BlackBerry or you want to get up to speed on the new models; this information-packed book helps you make the most of this amazing device.
		BlackBerry Pearl 3G For Dummies	John Wiley & Sons	9780470964729	Covering a wide range of pragmatic and how-to topics; this straightforward-but-fun guide shows you how to get the most from the features and basic applications of the BlackBerry Pearl 3G; from managing your contacts and email; to web browsing and social networking
		BlackBerry Pearl for Dummies	John Wiley & Sons	9780470128930	With clear; step-by-step instructions and ample screen images; this handy guide explains all the parts of the Pearl and shows you how to use your PDA to its maximum potential.
		BlackBerry Storm For Dummies	John Wiley & Sons	9780470422205	Helping you utilize everything your BlackBerry Storm has to offer; this practical guide offers tips for tapping and thumbing the touch screen; secrets for taking great photos and videos; fun games to play; and much more
		BlackBerry Storm2 Made Simple: Written for the Storm 9500 and 9530; and the Storm2 9520;9530; and 9550	Apress	9781430231202	Including easy-to-read instructions and detailed visuals; this comprehensive and clear guidebook explores all the features and uncovers valuable techniques for those who want to get the most out of the BlackBerry Storm and Storm 2 devices
		Brilliant BlackBerry Apps For Dummies	John Wiley & Sons	9780470903025	From travel and communication to finance and entertainment; this handy guide serves up the scoop on more than 100 must-have apps to help you get where you're going on time; get more done; and make the most of your BlackBerry

		Hacking BlackBerry: ExtremeTech	John Wiley & Sons	9780471793045	Use this practical; hands-on guide to discover how you can use your BlackBerry to retrieve documents; weather forecasts; and Web information; use it as a word processor or drawing tool; even control your computer over a network with it
		How to Do Everything with Your BlackBerry; Second Edition	McGraw-Hill/Osborne	9780072255874	Discover for yourself why the BlackBerry is indispensable among business and home users who cherish the idea of communicating from anywhere to anyone--and learn how to do everything with it!
	iPhone/iPod				
		Capturing Better Photos & Video with your iPhone	John Wiley & Sons	9780470638026	Packed with unique advice; tips; and tricks; this one-of-a-kind; full-color reference presents step-by-step guidance for taking the best possible quality photos and videos using your iPod or iPhone.
		iLife '09: Portable Genius	John Wiley & Sons	9780470417324	Providing essential information on the hottest tips and tricks for the Mac; this book offers savvy advice on everything from simple tasks like getting started; to intermediate information; and hip tips that cover how to use all the applications in iLife
		Incredible iPhone Apps for Dummies	John Wiley & Sons	9780470607541	Packed with tips and tricks on how to make the most of each app; this book escorts you through a vast selection of apps and then helps you narrow down the most essential and most entertaining apps for your needs and interests
		iPhone 3GS: Portable Genius	John Wiley & Sons	9780470524220	Filled with cool and useful Genius tips; full-color screenshots; and pages of shortcuts and tools that will save you loads of time; this savvy guide will help you get the most out of the iPhone 3G or the new iPhone 3G S
		iPhone 4 Made Simple	Apress	9781430231929	Including over 1;000 screen visuals and clear-cut instructions to guide you through both basic and advanced features of the iPhone 4; this go-to guide will help you take advantage of all the features; apps; and secret techniques available
		iPhone 4 Portable Genius	John Wiley & Sons	9780470642054	Including savvy advice and plenty of no-nonsense content in a hip way that is easy to access; this helpful book will get you better acquainted with your iPhone 4 in a fun way—as if your friends were showing you what to do
		iPhone 4S All-in-One for Dummies	John Wiley & Sons	9781118101193	Whether you're a proud owner of Apple's latest iPhone or another model; the easy-to-follow minibooks in this guide are packed with next-step information that will help you become an awesome iPhone user in no time
		iPhone 4S For Dummies; 5th Edition	John Wiley & Sons	9781118036716	Presented in a straightforward-but-fun style; this handy guide will introduce you to the capabilities of the iPhone for making phone calls; browsing the Internet; sending and receiving e-mails; working with the calendar; watching and recording HD videos; taking and editing great photos; and much more
		iPhone 4s Made Simple: For iPhone 4S and Other iOS 5-Enabled iPhones	Apress	9781430235873	The go-to guide for the latest and greatest version of the iPhone; this authoritative reference features more than 1;000 screen visuals and clear-cut instructions that will take you through both basic and advanced features of the iPhone 4S
		iPhone 4S Portable Genius	John Wiley & Sons	9781118093849	Packed with tips; tricks; and techniques to help you take advantage of every feature of the iPhone 4S; this straightforward guide covers the iOS 5; Siri; FaceTime video calling; HD video recording - the multitasking feature that lets you run multiple apps simultaneously; and much more
		iPhone 5 For Dummies; 6th Edition	John Wiley & Sons	9781118352014	Presented in the Dummies straightforward-but-fun style; this full-color book will introduce you to the capabilities of the iPhone for making phone calls; browsing the Internet; sending and receiving e-mails; working with the calendar; taking and editing great photos; and much more
		iPhone 5 Portable Genius	John Wiley & Sons	9781118352786	Packed with tips; tricks; and techniques; this hip; practical guide presents full-color screenshots; and pages of shortcuts and tools to save you loads of time so you can enjoy your iPhone to the max.
		iPhone for Dummies	John Wiley & Sons	9780470174692	Complete with tantalizing lists of awesome accessories; wonderful widgets; and fantastic things to wish for; this guide delivers all the information you need in a light and breezy fashion so you get the most out of your remarkable new device
		iPhone For Dummies; 3rd Edition	John Wiley & Sons	9780470536988	Covering all features of the anticipated iPhone 3G S; this guide addresses the basics of using the multitouch interface; setting up iTunes; and browsing the Internet; then explains the Spotlight search feature; voice control; and video camera capability
		iPhone for Work: Increasing Productivity for Busy Professionals	Apress	9781430224457	Helping you free yourself from the ball and chain of desktop computing; this book shows how to complete all the traditional smartphone tasks; like to-do lists; calendars; and e-mail; and become much more efficient and productive at work
		iPhone Fully Loaded	John Wiley & Sons	9780470173688	Offering clear step-by-step instructions to teach you how to convert any form of home; office; or online media to a compatible format; this book is a one-of-a-kind reference that teaches you how to fully exploit the power of your iPhone or iPod touch

		iPhone Fully Loaded; 3rd Edition	John Wiley & Sons	9780470542132	Written by Mac superstar and 'Chicago Sun Times' technology columnist Andy Ihnatko; this irreverent and fun guide shows you how to put everything on your iPhone from old LPs; radio/TV shows; and movies to spreadsheets; presentations; and PC rescue files
		iPhoto '11: Portable Genius	John Wiley & Sons	9780470642023	Packed with facts; secrets; tips; and techniques to help you manage and edit your digital photos more effectively; this authoritative but down-to-earth book will help you discover and make the most of every feature of iPhoto
		iPod & iTunes For Dummies; 7th Edition	John Wiley & Sons	9780470525678	Introducing the different iPod models; including iPod touch; iPod classic; iPod nano; and iPod shuffle; this fun and easy-to-use guide offers set-up advice and help loading your iPod with tunes from iTunes; podcasts; movies; and more
		iPod & iTunes for Dummies; 9th Edition	John Wiley & Sons	9781118130605	Offering straightforward coverage of using your iPod as the ultimate digital music player; this fun and friendly guide shows you how to choose the iPod model that's right for you; get started; set up iTunes; master the touch interface; and so much more
		iPod and iTunes Portable Genius; 3rd Edition	John Wiley & Sons	9781118166284	Hip and handy; this concise guide saves you time and hassle by covering the things you want to know about your iPod; iTunes; and the iOS - as well as tips and tricks that can also apply to your iPad and iPhone.
		iPod Touch For Dummies	John Wiley & Sons	9780470505304	Touch up your life with music; movies; e-mail; maps; the Web; and more! With this full-color guide; you can get hip to all your iPod touch has to offer and take full advantage of the iTunes store and the App Store; as well
		iPod Touch For Dummies; 3rd Edition	John Wiley & Sons	9781118129609	Fully revised for iOS 5 and the latest iPod touch models; this ultimate beginner guide walks you through powering up your iPod touch; personalizing it; establishing a Wi-Fi connection; and synchronizing your data.
		iPod Touch Made Simple	Apress	9781430231950	Packed with over 1;000 visuals and screenshots; this book will help you master the all of the functions of the iPod touch and teach you time-saving techniques and tips along the way.
		iPod Touch Portable Genius	John Wiley & Sons	9781118063521	Packed with authoritative; no-nonsense advice for getting the most out of your iPod touch; this hip and sophisticated guide addresses the most used and desired features of this exciting device.
		Taking your iPhone 4 to the Max	Apress	9781430232551	Whether you use your iPhone for video chats; playing games; keeping up with work; or capturing special moments in photos or video; this book features the best undocumented tricks as well as the most efficient; enjoyable iPhone introduction available
		Taking Your iPhone 4s to the Max; iOS 5 Edition	Apress	9781430235811	Fast; fun to read; and filled with all the best undocumented tricks and powerful techniques; this book presents the most efficient and enjoyable introduction to the iPhone available.
		Taking Your iPod touch to the Max	Apress	9781590599877	Offering the best; most efficient; and fun–to–read introduction to the basics of using the iPod touch; this practical book reveals everything and more about the functionality of the iPod touch.
		Taking your iPod Touch to the Max; Second Edition	Apress	9781430232582	Featuring all the best undocumented tricks as well as the most efficient and enjoyable introduction to the iPod touch available; this book begins with the basics; then quickly moves on to discover the iPod touch's hidden potential; like how to connect to a TV and get contract-free VOIP
		Taking Your iPod Touch to the Max; Third Edition	Apress	9781430237327	From e-mail and surfing the Web; to using iTunes; iBooks; games; photos; free texting with iMessage and getting free VoIP with Skype or FaceTime; this fast; fun book presents all the best undocumented tricks; as well as the most efficient and enjoyable introduction to the iPod touch available
	Other Devices				
		101 Cool Smartphone Techniques: Covers Series 60 Phones from Nokia; Samsung; Siemens; Panasonic; Sendo; and More!	John Wiley & Sons	9780764579424	Take advantage of 101 reasons why your Series 60 smartphone is "smart." Find out how to blacklist unwanted calls; set your camera features on “fast draw” so you never miss a shot; create your own ringtones; send video; and so much more
		Android for Work: Productivity for Professionals	Apress	9781430230007	Written for anyone who is considering an Android phone or who has recently purchased one; this practical guide shows you how to harness the power of Android to stay productive and take your office on the road.
		Android Fully Loaded	John Wiley & Sons	9780470930021	Packed with big tips for getting more into; and out of; an Android OS phone than ever thought possible; this practical guide covers all the basic features such as Web browsing; using Facebook and Twitter; taking photos; playing music; using e-mail and more
		Android Fully Loaded; Second Edition	John Wiley & Sons	9781118173022	Bursting with practical and fun how-to information; this guide features tips and tricks for getting the very most out of your latest-generation Android device; from Facebooking and tweeting; to downloading your favorite TV shows

		Droid 2 For Dummies	John Wiley & Sons	9781118002865	Written in an accessible and fun writing style; this book shows you how to maximize the performance of your Droid 2 smartphone in a unique and friendly manner; holding your hand the entire way.
		Droid Bionic For Dummies	John Wiley & Sons	9781118085936	Including full-color illustrations that show exactly what you can expect to see on the screen; this fun and friendly guide covers essential features like texting; e-mail; Internet access; synching the phone with your PC; using the camera; video chatting; GPS navigation; adding apps; and much more
		Droid X2 for Dummies	John Wiley & Sons	9781118148648	Helping you get the very most out of your Droid X2 smartphone; this practical reference provides a host of useful tips; tricks and techniques; and walks you through all features and functions of this Internet- and multimedia-enabled new model
		Droids Made Simple: For the Droid; Droid X; Droid 2; and Droid 2 Global	Apress	9781430232797	Using a proven combination of clear instructions and detailed visuals; this book will transform you into a Droid expert; improving your productivity; and most importantly; helping you take advantage of all of the cool features that come with these powerful smartphones
		Exploring iPad for Dummies; 2nd Edition	John Wiley & Sons	9781118398630	Thoroughly updated for the third-generation iPad; this informative; full-color guide is packed with tidbits; full-color graphics; informative articles; and easy-to-follow step lists.
		How to Do Everything: Kindle Fire	McGraw-Hill/Osborne	9780071793605	Even if you do not consider yourself to be a technologically savvy person; this step-by-step guide offers an easy-to-understand introduction to your new Kindle Fire and will help you set up; customize; and begin using your device very quickly
		HTC ThunderBolt For Dummies	John Wiley & Sons	9781118076019	If you're more than a little intimidated by the technology and somewhat put off by the formal documentation; let this fun-but-thorough guide answer all your questions about Verizon's first 4G LTE Android device and help you get the very most out of it
		Incredible iPad Apps For Dummies	John Wiley & Sons	9780470929797	Packed with helpful reviews and valuable tips on how to make the most of each app; this book walks you through the vast selection of apps and helps you narrow down the most essential and entertaining apps for your needs and interests
		iPad 2 All-in-One for Dummies; 3rd Edition	John Wiley & Sons	9781118176771	Walking you through the latest functions; features; and capabilities of the iPad and iPad 2; this practical guide offers step-by-step instructions for basic tasks; hot tips for getting the most out of iPad; and reviews of apps to steer you to the best of the best
		iPad 2: Portable Genius	John Wiley & Sons	9781118004128	Helping you save time and avoid hassles as you get up to speed; this guide zeros in on the hottest tricks and tips for the most-used features and makes sure you get the most out of the all the different things the iPad 2 can do
		iPad All-in-One for Dummies	John Wiley & Sons	9780470928677	Including step-by-step instructions; hot tips; and reviews; this practical guide covers everything from the basics of getting started to the intricacies of sifting through and finding the best apps for business; travel; education; news; financial; and entertainment purposes
		iPad All-in-One for Dummies; 5th Edition	John Wiley & Sons	9781118496961	Walking you through the latest features and functions of the iPad; including what the new iOS6 software brings to the table; this fun and practical book will help you go beyond the basics; get serious about using your iPad for all it's worth; and learn the ways to have fun with it as well
		iPad for Boomers	Cengage Learning	9781133940982	Whether you're already an iPad owner or are considering taking the plunge; this book is your best source for mastering the iPad and exploring its many possibilities; from practical to purely entertaining.
		iPad For Dummies	John Wiley & Sons	9780470580271	From no-nonsense basics to useful tips and techniques; this handy guide helps you make the most of your iPad - from sending e-mail and surfing the Web to playing games; watching videos; downloading cool apps and more
		iPad For Seniors For Dummies; 4th Edition	John Wiley & Sons	9781118352779	Including the latest on using the voice dictation feature; making FaceTime video calls; taking and editing photos and HD videos; and more; this friendly; easy-to-follow guide will help seniors take on technology and start enjoying all that the incredible iPad has to offer
		iPad for the Older and Wiser: Get Up and Running with Apple iPad2 and the New iPad; 2nd Edition	John Wiley & Sons (UK)	9781118401873	Packed with clear; easy-to-follow instruction and advice reinforced with lots of helpful illustrations; this approachable; easy-to-follow guide shows you how to make the iPad a part of your everyday life.
		iPad Fully Loaded	John Wiley & Sons	9780470878248	Helping you discover all the secrets to this dazzling device; this informative book provides all the tips and techniques you need to get the absolute most out of your iPad.
		iPad Portable Genius	John Wiley & Sons	9780470540961	Containing cool and useful Genius tips; insider secrets; full-color screenshots; and pages of easy-to-access shortcuts and tools that will save you loads of time; this fun; hip guide will help you get the most out of your iPad; quickly
		Kindle Fire HD For Dummies	John Wiley & Sons	9781118422236	Covering the Kindle Fire HD and original Kindle Fire; this book will have you blazing through the web; staying entertained with the latest apps and games; watching your favorite TV shows and movies; and; of course; reading magazines; newspapers; and books to indulge all your interests

		MacBook Air Portable Genius; 4th Edition	John Wiley & Sons	9781118370209	Packed with tips and techniques on everything from how to get started with the MacBook Air notebook to getting the most out of all its latest features and accessories; this fun; hip guide has just what you need to take flight
		My New iPad: A User's Guide	No Starch Press	9781593272753	Taking you step-by-step through the iPad's many useful features; this guide will help you learn how to do the things you want to do right now—like surf the Internet; send email; listen to music; take notes; read ebooks; and play with your photos
		My New iPad: A User's Guide; 2nd Edition	No Starch Press	9781593272876	Walking you you step-by-step through the iPad's many useful features; this guide will help you get the most from Apple's magical creation; including surfing the internet; sending e-mail; listening to music; taking notes; reading ebooks; playing with photos; and more
		My New iPad: A User's Guide; 3rd edition	No Starch Press	9781593274290	Revealing the hundreds of amazing things your iPad can do; this patient; step-by-step book will help you find your way with the Maps app and iPad compass; use FaceTime to talk to distant friends and relatives; use dictation and keyboard shortcuts to save time typing; and more
		Palm & Handspring PDAs For Visual Learners	Visibooks; LLC.	9780970747952	With plenty of illustrations; this guide teaches how a Personal Digital Assistant can help keep you organized.
		Palm Devices In Pictures	Visibooks; LLC.	9781597061155	Helping beginners learn how to use devices that run the Palm operating system; this book covers topics such as handheld PDAs and cell phone/organizer hybrids.
		Palm Pre For Dummies	John Wiley & Sons	9780470526897	Whether you're new to smartphones or you're a bit more savvy; this guide guide shows you how to use your Pre and all the cool tricks it has up its sleeve; like over-the-air updating and organizing your communications with Synergy technology
		Pocket PC for Dummies; Second Edition	John Wiley & Sons	9780764516405	This hands-on guide will help you get to know your Pocket PC and manage appointments; keep up with e-mail on-the-go; transport digital images and music files; organize notes; and more.
		Samsung Galaxy Tab 10.1 For Dummies	John Wiley & Sons	9781118228333	Explaining in detail how to find your way around the Galaxy Tab 10.1; this practical guide shows you how to get the most out of this cutting-edge device; from how-to topics to the most useful features; to helpful tricks and techniques
		Samsung Galaxy Tab for Dummies	John Wiley & Sons	9781118024454	Packed with practical how-tos; tips; and features; this easy-to-follow; plain-English guide; explains everything about Galaxy Tab; from how to get the Tab out of its box; to typing with Swype; to emailing; texting; and configuring Facebook
		Surface for Dummies	John Wiley & Sons	9781118496343	Sharing tips on how to handle common challenges; this easy-to-understand book is packed with information on how to use the new interface; figure out the operating system; navigate the new app environment; and take full advantage of this exciting new tablet device
		Taking Your Android Tablets to the Max	Apress	9781430236894	Providing a breakdown of the differences between an Android 2.0+ or an Android 3.0; this book offers tips for choosing the best device for you and how to best network; as well as detailed walkthroughs on how to get the most out of your tablet and the apps for it
		Taking your iPad 2 to the Max; Second Edition	Apress	9781430235392	Whether you're using your iPad to surf the Internet; admire family photos; listen to music; watch movies; create or edit movies; or read a book; this guide introduces the essentials of using your iPad 2 for recreation; travel; and work—and includes the basics of Apple's iWork suite for iPad
		Taking Your iPad to the Max	Apress	9781430231080	Whether you're using your iPad to surf the Internet; admire family photos; listen to music; watch movies; or read a book; this guide demonstrates just how to use the incredible power of the iPad and all its apps to enhance your life
		Taking Your iPad to the Max; iOS 5 Edition: Maximize iCloud; Newsstand; Reminders; FaceTime; and iMessage	Apress	9781430240686	Introducing the essentials of using your iPad for recreation; travel; and work—including the basics of Apple's iWork suite for iPad; this practical book will guide you through all of the perks of being an iPad owner with access to all the new and amazing features in iOS 5
		The Visibooks Guide to Palm Devices	Visibooks; LLC.	9781597060431	Designed to help beginners learn to use PDAs and other devices that run the Palm operating system; this highly illustrated guide will teach you Palm basic and advanced techniques; how to get organized with Palm; share data with a PC; and manage your Palm
		Windows Phone 7 Companion	John Wiley & Sons	9780470938560	With little-known tips; easy-to-navigate shortcuts; and useful tools that will save you time and effort; this concise guide presents you with invaluable advice on how to download the most anticipated apps and get your phone to exceed your expectations
		Windows Phone 7 For Dummies	John Wiley & Sons	9780470880111	Placing special focus on the features and functionality that is shared across all Windows Phone 7 series models; this fun and friendly book covers a wide range of how-to topics on everything from making simple calls to using your handheld device as a mobile computer
		Windows Phone 7 Made Simple	Apress	9781430233121	Offering a clear; visual; step-by-step approach to using your Windows Phone 7 smartphone; no matter what the manufacturer; this book gets you started with the basics; then teaches you tricks and shortcuts to save you time and help you maximize your productivity

Internet & Web					
	Internet Skills				
		Effective Executive's Guide to the Internet: The Seven Core Skills Required to Turn the Internet into a Business Power Tool	Redmond Technology Press	9780967298177	A resource for helping executives get involved with the Internet for the first time; using Microsoft software.
		Fighting Spam For Dummies	John Wiley & Sons	9780764559655	This book presents some techniques for keeping your email address off spammers' mailing lists and; when that fails; keeping junk mail out of your primary inbox with filters and other utilities.
		Google for Dummies	John Wiley & Sons	9780764544200	This simplified guide to using Google will teach you how to find search shortcuts; add-on tools; ways to customize Google; shop; play games; get news; go blogging; and much more.
		Learn Google	Wordware Publishing	9781556220388	This innovative handbook covers a variety of search techniques that not only help the web searcher quickly and easily find relevant material but also assist the web page designer who wants to position a web page in the top 20 search results.
		Podcasting For Dummies	John Wiley & Sons	9780471748984	Get the inside scoop on listening to; producing; and distributing podcasts with this helpful guide. The book points you toward the best hardware and software for creating one; and makes it easy to turn your computer into a recording suite; and more.
		Social Networking Spaces: From Facebook to Twitter and Everything In Between	Apress	9781430225966	Including information on posting pictures; using add-ons; and working with Facebook and LinkedIn groups; this book explains how to use the variety of social networking sites available to keep in touch; stay in business; and have fun.
		The Internet for Dummies; 11th Edition	John Wiley & Sons	9780470121740	Along with classic tasks like e-mail and Web browsing; this guide covers new trends like online video; photo albums; and even using the Internet as your telephone.
		The Internet for Dummies; 13th Edition	John Wiley & Sons	9781118096147	Presented in a straightforward and friendly style; this easy-to-understand and helpful guide presents a road map to both the online tools and resources that have defined the Internet for years; as well as all the new things that keep Internet users interested.
	Microsoft FrontPage				
		FrontPage 2002 for Visual Learners	Visibooks; LLC.	9781597060110	Use this practical; illustration-based book to learn how to set up a FrontPage Web site. Coverage includes creating links to new pages; navigation systems; employing custom styles; and more.
		FrontPage 2003 for Visual Learners	Visibooks; LLC.	9781597060103	Use this handy; illustration-based guide to create web pages and manage the files that comprise a web site. You'll learn web design basics; layout and navigation; utilities; interactivity; and much more.
		FrontPage 2003 In Pictures	Visibooks; LLC.	9781597061049	Helping beginners learn to create Web sites using Microsoft FrontPage; this easy-to-use guide provides coverage of FrontPage basics; layout and navigation; utilities; interactivity; and much more.
		Microsoft FrontPage 2000: No Experience Required	Sybex	9780782124828	Home and non-technical users walk through the basics of creating Web sites with this elementary guide to using Microsoft FrontPage.
		Microsoft FrontPage 2002 for Dummies	John Wiley & Sons	9780764508219	To make this book any friendlier; someone would have to act it out with puppets.
		Quick Course in Creating a Web Site Using Microsoft FrontPage 2000	Online Training Solutions	9781582780085	In this guide you learn how to design pages; create hyperlinks and forms--everything you need to create your web presence; in the second part; learn how to add sound; video; and non-HTML components.
	Web Browsers				
		Firefox For Dummies	John Wiley & Sons	9780471748991	Written by one of the inventors of Firefox; this hands-on guide will introduce you to the ins and outs of the Firefox browser; and show you how to make your online world safer; easier; and a lot more fun!
		Google Secrets: Do What You Never Thought Possible with Google	John Wiley & Sons	9781118026656	Featuring insider tips; valuable insights; and unbeatable advice on Gmail; Google Voice; Google Sketchup; Google Analytics and more; this informative book reveals the ins; outs; and little-known facts about Google to show you how to sharpen your skills and get more done; more efficiently.

		Increase Your Web Traffic In a Weekend; Sixth Edition	Cengage Learning	9781435456662	By helping you develop your own cost-effective Web site promotion plan; this comprehensive guide shows you how to attract new visitors to your Web site and explains how to keep visitors coming back.
		Internet Explorer 5.5 For Windows For Dummies	John Wiley & Sons	9780764507380	A must-have for any Internet Explorer 5.5 user; as the author knows his way around this new browser and lets the reader in on loads of little-known details.
		Internet Explorer 6 for Dummies	John Wiley & Sons	9780764513442	This book covers the essentials new PC or Internet Explorer users need to know about connecting to the Internet for surfing; e-mail; playing music; online chat; and more.
		Quick Course in the Internet Using Microsoft Internet Explorer 5	Online Training Solutions	9781879399914	Learn to integrate the Internet into the workplace using Microsoft Internet Explorer 5.
Operating Systems					
	Linux Desktop OS				
		Degunking Linux	Paraglyph Press	9781933097046	Overwhelmed with File Clutter? You need to Degunk! This unique guide will help get your Linux configurations working efficiently by providing a time-saving 12-step program to get rid of clutter and organize everything from user files to system upgrades.
		Introducing Fedora: Desktop Linux	Cengage Learning	9781435457782	Designed as a personal tutorial or one-on-one class with a Fedora expert; this guide show you; in just one weekend; how easy it is to get started using Fedora and discover that there is life beyond Windows.
		Linux Bible 2011 Edition: Boot up to Ubuntu; Fedora; KNOPPIX; Debian; openSUSE; and 13 Other Distributions	John Wiley & Sons	9780470929988	If you're transitioning from Windows or Macintosh and must choose which distribution is right for you; this up-to-date guide offers the most sought-after Linux commands; provides tutorial chapters for Windows desktop users and Windows administrators; and discusses using Linux on gadgets.
		Linux Made Easy: The Official Guide to Xandros 3 for Everyday Users	No Starch Press	9781593270575	Learn how to do everything with Linux that you're used to doing with Windows—and more. This hands-on; step-by-step; project-based guide will make it easier than ever for you to join the world of Linux.
		SUSE Linux 10 For Dummies	John Wiley & Sons	9780471754930	Helping you to install and configure the newest version; this friendly guide describes how to work with digital media; build a network; get acquainted with Firefox; explore Skype and Linphone Internet phone services; and much more.
		Ubuntu Made Easy: A Project-Based Introduction to Linux	No Starch Press	9781593274252	Packed with tips; tricks; and helpful pointers; this straightforward book will get you up and running with the world's most popular free operating system. Learn to install and play games; access social networks; troubleshoot hardware and software problems; and more.
	Macintosh				
		Aperture 3 Portable Genius	John Wiley & Sons	9780470386729	Designed to help you avoid hassle; save time; and quickly learn what you need to know to use Apple's Aperture digital photography software effectively; this concise guide gives you tips; tricks; and savvy advice on everything from navigating Aperture's user interface to publishing albums on the Web.
		Degunking Your Mac; Tiger Edition	Paraglyph Press	9781933097053	Step-by-step; this helpful guide provides a proven twelve-step degunking process that allows Mac users to get and stay organized; optimize workspace; solve clutter problems; and keep their Macs running quickly and smoothly.
		iLife '09: Portable Genius	John Wiley & Sons	9780470417324	Providing essential information on the hottest tips and tricks for the Mac; this book offers savvy advice on everything from simple tasks like getting started; to intermediate information; and hip tips that cover how to use all the applications in iLife.
		iMac for Dummies; 6th Edition	John Wiley & Sons	9780470607374	From its speed; high performance; powerful operating system; and amazing applications; the iMac is an impeccable choice; and the fun; friendly; and approachable style of this detailed guide is an ideal way to get started with the basics.
		iMac For Dummies; 7th Edition	John Wiley & Sons	9781118202715	An ideal way to get started with the basics; this handy guide will show you how to take control of the powerful iMac and become a pro. From iTunes and iPhoto to iWork and iCloud; you'll find out how to use it all and take a bite out of your Apple.
		iMac Portable Genius; 3rd Edition	John Wiley & Sons	9781118147580	Completely updated to cover the latest features and capabilities of the iMac; this handy guide is packed with useful tips; full-color screenshots; and savvy advice to show you how to get the most out of your iMac.
		iPhone 4s Made Simple: For iPhone 4S and Other iOS 5-Enabled iPhones	Apress	9781430235873	The go-to guide for the latest and greatest version of the iPhone; this authoritative reference features more than 1;000 screen visuals and clear-cut instructions that will take you through both basic and advanced features of the iPhone 4S.

		iPhoto '11: Portable Genius	John Wiley & Sons	9780470642023	Packed with facts; secrets; tips; and techniques to help you manage and edit your digital photos more effectively; this authoritative but down-to-earth book will help you discover and make the most of every feature of iPhoto
		Learn Excel 2011 for Mac	Apress	9781430235217	From using formulas and functions to creating databases; from analyzing data to automating tasks; this practical; hands-on guide will teach you everything you need to know to put Excel 2011 to use in a variety of tasks
		Learn Mac OS X Snow Leopard	Apress	9781430219460	With a minimum of overhead and a maximum of useful information; this comprehensive guide to Apple's latest version of Mac OS X 10.6; Snow Leopard gives you everything you need to know to live a happy; productive Mac life
		Learn OS X Lion; Second Edition	Apress	9781430237624	With a minimum of overhead and a maximum of useful information; this comprehensive guide to Apple's latest version of OS X; Lion; gives you everything you need to know to live a happy; productive Mac life.
		Mac at Work	John Wiley & Sons	9780470877005	Whether you're switching from the Windows world or excited about having the same Mac convenience at work that you enjoy at home; this book helps you capitalize on all your Mac brings to the table - at work.
		Mac OS X Tiger for Dummies	John Wiley & Sons	9780764576751	Written for Mac novices and long-time Mac-thusiasts alike; this helpful guide covers everything from customizing the desktop; working with the Dock; and browsing the Web with Safari to using Apple Mail and iChat; getting started with iLife; and more
		Mac OS X Fast & Easy	Premier Press	9780761519843	Use this plain-english; hands-on guide to learn Mac OS X promptly and painlessly.
		Mac OS X and the Digital Lifestyle	Premier Press	9781931841740	Lead a digital life with this guide's tips to creating digital movies; digital music collections; digital media; and more.
		Mac OS X for Dummies	John Wiley & Sons	9780764507069	The fun and easy way to take Mac OS X 10.1 to the max.
		Mac OS X Lion Made Simple	Apress	9781430237686	Presenting all of the new features of OS X Lion; this book will assist you in uncovering the many new options offered with OS X Lion; whether you are just joining the many millions of Mac users around the world; or you are upgrading from Snow Leopard
		Mac OS X Lion: Portable Genius	John Wiley & Sons	9781118022399	Written in an authoritative and no-nonsense; yet approachable; tone; this handy book is packed with the latest and greatest tips; tricks; and techniques for getting the most out of all that Lion has to offer.
		Mac OS X Panther Timesaving Techniques For Dummies	John Wiley & Sons	9780764558122	This text provides 60+ techniques that help you save time by customizing your Mac for the way you work; organizing digital pictures with iPhoto; backing up files with rsync and .mac; searching the Internet effectively; finding files faster; and more
		Mac OS X Power User's Guide	Premier Press	9781931841443	Whether you are a novice or a self-proclaimed Mac geek; this book has the answers you've been searching for.
		Mac OS X Snow Leopard for Dummies	John Wiley & Sons	9780470435434	From starting up your Mac to setting up a network and keeping in touch via iChat AV; this book covers all the cool stuff and prepares you for the quirks; so whether it's your first Mac or an upgrade; you'll enjoy a truly rewarding experience
		Mac OS X Snow Leopard Just the Steps for Dummies	John Wiley & Sons	9780470462706	Featuring numbered steps and easy-to-follow screen shots that show you exactly how to accomplish more than 150 tasks with Snow Leopard; this quick; step-by-step guide makes it easy to find what you want to do; and even easier to do it!
		Mac OS X Snow Leopard: Portable Genius	John Wiley & Sons	9780470436370	Packed with cool and useful Genius tips; full-color screenshots; and pages of easy-to-access shortcuts and tools that will save you loads of time; this savvy guide will show you how to get the very most out of Mac OS X Snow Leopard
		Mac OS X Tiger All-in-One Desk Reference For Dummies	John Wiley & Sons	9780764576768	Whether you're venturing into the Mac world for the first time; or switching to Tiger from an earlier Mac OS; this hands-on; ready-reference will get you up to speed quickly and teach you about its specific features; applications; connection; and more
		Mac OS X Tiger In Pictures	Visibooks; LLC.	9781597061063	Assisting beginners in learning how to use computers running Mac OS X Tiger; this descriptive guide provides coverage of starting and closing applications; working with documents; managing files; customizing your system; and more
		Mac OS X v. 10.3 Panther: Top 100 Simplified Tips & Tricks	John Wiley & Sons	9780764543951	In this text; you'll find clear; illustrated instructions for 100 tasks that reveal cool secrets; teach time-saving tricks; and explain great tips guaranteed to make you more productive with Mac OS X Panther.

		Mac OS X Version 10.2 Jaguar Fast & Easy	Premier Press	9781592000449	Using this book as your guide; you'll master the many features of the latest version of Mac OS X; and become an expert user of multimedia programs like iTunes; iPhoto; and iMovie; and much more.
		Mac OS X Version 10.3 Panther Fast & Easy	Premier Press	9781592003440	With this guide's step-by-step instructions; and hundreds of screenshots; you'll learn to navigate the Aqua interface like a pro as you master version 10.3 tasks like managing your files and disks and customizing your Mac
		MacBook Air Portable Genius; 3rd Edition	John Wiley & Sons	9781118186183	Packed with tips and techniques that cover how to maximize the power of the newest MacBook Air; this fun; hip guide reveals all the key skills; tools; and shortcuts you need to make you a more efficient MacBook Air user
		MacBook Air Portable Genius; 4th Edition	John Wiley & Sons	9781118370209	Packed with tips and techniques on everything from how to get started with the MacBook Air notebook to getting the most out of all its latest features and accessories; this fun; hip guide has just what you need to take flight
		MacBook Air: Portable Genius; 2nd Edition	John Wiley & Sons	9781118029978	Loaded with tips and techniques for everything from getting started with your MacBook Air to maximizing power and battery life; this concise book will teach you innovative ways to accomplish tasks more efficiently; master new features; and take advantage of accessories
		MacBook All-in-One For Dummies	John Wiley & Sons	9780470475683	Don't want to be tied to your desk? Of course not! Freedom is found in a MacBook; and this handy book tells you everything you need to know to make the most of all its goodies.
		MacBook All-in-One for Dummies; Second Edition	John Wiley & Sons	9781118118696	Offering a straightforward-but-fun approach to getting familiar with this innovative laptop; this up-to-date guide delivers helpful coverage of the rich features and essential tools you need to know to use the MacBook to its fullest potential
		MacBook for Dummies; 2nd Edition	John Wiley & Sons	9780470278161	If you want to take your movies; music; documents; and Internet wherever the action is; this handy guide will show you how to have more fun and get more done with your MacBook.
		MacBook For Dummies; 3rd Edition	John Wiley & Sons	9780470769188	Packed with coverage of the latest MacBook models; Mac OS X Snow Leopard; iLife; and iWork; this book shows you how to customize your dock and desktop; stay connected while on the road; make movies with iMovie; create and share DVDs; build a Web site with iWeb; and much more
		MacBook for Dummies; 4th Edition	John Wiley & Sons	9781118209202	Packed with coverage of the latest MacBook hardware including the MacBook Air and MacBook Pro plus OS X Mountain Lion; iCloud; iLife; and iWork; this savvy guide helps you make friends with your MacBook the fun and easy way
		MacBook Portable Genius; 2nd Edition	John Wiley & Sons	9780470560648	Packed with the most accessible and useful information on the MacBook; this handy guide shares the most tantalizing techniques and intriguing insider tips for getting the most out of your MacBook.
		MacBook Pro Portable Genius	John Wiley & Sons	9780470291702	Filled with cool and useful Genius tips; full-color screenshots; and pages of easy-to-access shortcuts and tools; this savvy guide will help you enjoy your MacBook Pro to the max.
		MacBook Pro Portable Genius; 2nd Edition	John Wiley & Sons	9780470560631	Designed to help you keep your Apple digital lifestyle on track; this power-packed; fluff-free; fun book is filled with cool and useful Genius tips; full-color screenshots; and pages of easy-to-access shortcuts that will save you loads of time and let you enjoy your MacBook Pro to the max
		MacBook Pro Portable Genius; 3rd Edition	John Wiley & Sons	9780470642047	Including savvy advice and plenty of no-nonsense content in a clear layout that is easy to access; this handy book lets you in on a wealth of tips and tricks; so you get the very most out of Apple's very popular notebook
		Macintosh Switcher's Guide	Wordware Publishing	9781556220456	Designed for Windows users ready to make the switch to the Macintosh environment this discusses turning Windows skills into Macintosh skills; moving files to a Mac; Mac OS X equivalents to Windows applications and other topics important to a new Mac user
		Macs All-in-One for Dummies; 3rd Edition	John Wiley & Sons	9781118129616	The ultimate beginner resource for learning the key features and tools of your Mac; this value-packed; all-in-one guide helps you take advantage of all the cool features and make the most of your Mac.
		Macs For Dummies	John Wiley & Sons	9780764556562	This updated book examines key Mac features; including basics like working with files; setting up a printer; getting on the Internet; using Apple Mail; troubleshooting; and much more.
		Macs For Dummies; 10th Edition	John Wiley & Sons	9780470278178	Whether you’re thinking of switching to a Macintosh computer; are looking into the latest Apple products; or have a Mac and want to learn about Mac OS X Leopard; then this guide will get you going.
		Macs For Dummies; 11th Edition	John Wiley & Sons	9780470878682	New to Macs? Making the PC-to-Mac switch? Adding a Mac to your existing network? This straightforward book makes it easy and fun to set up e-mail; browse the Web; navigate iLife; buy songs with iTunes; and much more

		Macs Portable Genius	John Wiley & Sons	9780470290521	Brimming with expert advice and a Mac-savvy attitude; this easy-to-use guide shows you how to get more out of your Mac by learning how to access all the powerful and timesaving features that aren't obvious at a casual glance
		Master Your Mac: Simple Ways to Tweak; Customize; and Secure OS X	No Starch Press	9781593274061	With tips on everything from organizing your workspace to strengthening your computer's security; this guide will help you discover the best apps to fix those everyday Apple annoyances and make your computer do things your way. Make OS X your own
		Office 2011 for Mac All-in-One For Dummies	John Wiley & Sons	9780470903711	Helping you get up to speed on the revolutionary changes in Office for the Mac; this soup-to-nuts guide covers everything you'll want to know about the Project Gallery; Word; Excel; PowerPoint; Outlook; and the Project Center
		Office for Mac 2011: Portable Genius	John Wiley & Sons	9780470610190	Featuring facts; tips; and secrets to help you get the most of out of Office 2011 for Mac; this hip; savvy guide provides the key tools and shortcuts you need to accomplish tasks; without bogging you down in too much detail
		OS X Mountain Lion All-in-One For Dummies	John Wiley & Sons	9781118394168	Brimming with detailed information on essential topics such as OS X basics; customizing and sharing; creating digital hubs; using iWork; networking; advanced functions; and more; this value-packed guide includes everything you need to know ot get the most out of OS X Mountain Lion
		OS X Mountain Lion Bible	John Wiley & Sons	9781118401439	Serving as THE comprehensive resource on using the newest version of Mac OS X and taking full advantage of its power; this guide is ideal for both Mac newcomers and veterans who want to master all the functionality of the new system
		OS X Mountain Lion Portable Genius	John Wiley & Sons	9781118401422	If you want the kind of hip; friendly help you'd get from friends on how to get the most of out of Mac OS X Mountain Lion; this guide will save you time and hassle; avoid fluff; and covers what you want to know most.
		OS X Mountain Lion Simplified	John Wiley & Sons	9781118401415	Whether you're switching to a Mac; upgrading from an earlier OS; or just getting started with computers; this step-by-step; well-illustrated guide shows you exactly how things work in Mountain Lion without the long-winded explanations
		OSx86: Creating a Hackintosh	John Wiley & Sons	9780470521465	Offering numerous practical hints; tips; and illustrations; this unique guide provides step-by-step instruction on the installation; use; and programming of OS X on your existing computer; as well as how to build OS X-ready machines
		Switching to a Mac For Dummies; 2nd Edition	John Wiley & Sons	9780470466612	So you've decided to join the more intuitive; less virus-prone world of the Mac? This informative book tells you what to expect; how to choose a Mac (if you haven't already); and how to make the switch a breeze.
		Switching to a Mac for Dummies; Mac OS X Lion Edition	John Wiley & Sons	9781118024461	Skipping the jargon to deliver you an easy-to-read; understandable introduction to the Macintosh computer; this friendly guide shares essential advice for troubleshooting common problems and provides easy tips for keeping your Mac happy
		Switching to a Mac Portable Genius; 2nd Edition	John Wiley & Sons	9780470874400	With useful tips; screenshots; and easy-to-access shortcuts and tools; this guide lays out all the information; explains basic Mac procedures for the newcomer; offers great tips on data-sharing; and provides everything the new Mac user needs to move forward with confidence
		Switching to a Mac: Portable Genius	John Wiley & Sons	9780470436776	Fun; hip; and straightforward; this handy guide provides cool and useful Genius tips; full-color screenshots; and plenty of easy-to-access shortcuts and tools that will save you loads of time and let you enjoy your Mac to the max
		Taking Your OS X Lion to the Max	Apress	9781430236689	The Mac has come a long way; and OS X Lion is the best version yet of Apple's desktop and laptop operating system. This book walks you through the awesome features and apps standard on the Mac and the new OS X 10.7 Lion to help you become a true power user
		The Mac OS X v.10.2 Jaguar Book	Paraglyph Press	9781932111736	The latest guide to the Mac OS X version 10.2 operating system that takes you inside all of the key features.
		The Visibooks Guide to Mac OS X Tiger	Visibooks; LLC.	9781597060318	Designed to help beginners learn how to use computers running the Apple Macintosh operating system; this straightforward guide will teach you how to start and close applications; print; create folders; search the web; configure e-mail; and much more
	Microsoft Windows 2000				
		Easy Microsoft Windows 2000 Professional	Que	9780789721877	End users can get up to speed at their own pace with this easy; highly illustrated; step-by-step guide to Windows 2000 Professional.
		How to Use Microsoft Windows 2000 Professional	Sams	9780672317118	This very visual guide walks the Windows newcomer through all the important elements of the latest Windows operating system.

		Introduction Guide to Microsoft® Windows® 2000	Books24x7 Guides	UnAssigned	A user guide for corporations migrating to Windows 2000.
		Migrating to Windows 2000 For Dummies	John Wiley & Sons	9780764504594	This book covers migration; integration; planning; implementing; and describing its features of Windows 2000—pretty comprehensive for a …for Dummies book.
		Practical Microsoft Windows 2000 Professional	Que	9780789721242	A clear; jargon-free guide to setting up and making the most of the new Windows 2000 operating system.
		Quick Course in Microsoft Windows 2000; Training Edition	Online Training Solutions	9781582780092	This guide provides clear; concise instruction and hands-on practice to enable you to get the most out of Windows 2000.
		Windows 2000 Professional for Dummies	John Wiley & Sons	9780764506413	Get up to speed on Windows 2000 Professional quickly with this easy-to-understand introduction.
		Windows 2000 Professional In Record Time	Sybex	9780782124507	As the name implies; this straight-talking guide will help you get up and running quickly and easily with Windows 2000 Professional.
	Microsoft Windows 95/98				
		Windows 98 Answers! Certified Tech Support	McGraw-Hill/Osborne	9780078824555	Casual Windows 98 users will find this book a valuable troubleshooting guide.
		Windows 98 For Dummies	John Wiley & Sons	9780764502613	This update of the wildly successful “Dummies” book manages to impart a great deal of useful information for Windows 98 and 98 SE users.
	Microsoft Windows Vista				
		Administering Windows Vista Security: The Big Surprises	Sybex	9780470108321	Containing practical instruction; tips; and workarounds; this targeted; hands-on guide takes a rapid-fire approach to big security changes and how they'll affect business for those who must integrate and provide technical support for Windows Vista.
		Cleaning Windows Vista For Dummies	John Wiley & Sons	9780471782933	Like a closet full of cleaning tools; this helpful guide will allow you to gain control of all the clutter on your PC--organize your data and e-mail; archive what you do need to keep; toss old cookies; tune up your file system; and much more.
		Mastering Microsoft Windows Vista Home Premium and Basic	Sybex	9780470046142	With a task-based approach and clear; no-nonsense instructions; this comprehensive guide will help you become an advanced user of Windows Vista—even if you're just starting out.
		PC Magazine Windows Vista Security Solutions	John Wiley & Sons	9780470046562	Providing a valuable roadmap to the Golden Rules of Windows security; this guide explains the steps to take in order to remain safe in the super-charged breeding ground for security and privacy threats that is the Internet.
		PC Magazine Windows Vista Solutions	John Wiley & Sons	9780470046869	From choosing the edition that's right for you to customizing Vista to make it your own; this book offers expert advice on the new features and expanded media applications that will help you to set up Vista to work your way.
		The Unofficial Guide to Windows Vista	John Wiley & Sons	9780470045763	Offering tips; hacks; time-saving techniques and savvy; real-world advice; this insider’s guide presents practical guidance on working around Vista quirks; avoiding pitfalls; and increasing your productivity.
		Windows Vista All-in-One Desk Reference For Dummies	John Wiley & Sons	9780471749417	Packed with information on the latest tools in Windows Vista; this book covers updated interface features; security options; DVD authoring; setup processes; and much more.
		Windows Vista For Dummies	John Wiley & Sons	9780471754213	Packed with solid information; real-world solutions; and a sense of humor; this book offers clear; easy-to-follow guidance that gets you through all the Windows Vista tasks and tripwires.
		Windows Vista For Dummies Quick Reference	John Wiley & Sons	9780471783268	Concise and superbly organized; this handy; A-to-Z reference offers helpful information on the exciting new release of Windows Vista including the task-based interface; sidebar; gadgets; new "Aero" interface; 3D-look option; and much more.
		Windows Vista Just the Steps for Dummies	John Wiley & Sons	9780471786856	Use this timely guide to get just what you need to harness the power of Microsoft Windows Vista. Learn how to get on the Internet; set up hardware and networks; customize the desktop; use security and maintenance features; fix common problems; and more.

		Windows Vista Secrets	John Wiley & Sons	9780764577048	Filled with tips; tricks and undocumented features; this guide provides extensive screenshots; tables; and illustrations that clearly show how to achieve optimal performance; fix desktop problems and take advantage of the robust features of Windows Vista
		Windows Vista Timesaving Techniques for Dummies	John Wiley & Sons	9780470053683	Going outside the traditional computer box to solve real-world problems that Vista users encounter; this book provides techniques that make Windows work faster; more reliably; and more like the way you work; day in and day out
		Windows Vista Ultimate Bible	John Wiley & Sons	9780470097137	Focusing primarily on gaming and multimedia; this book includes everything you need to know to get started using Vista and offers step-by-step tutorials; techniques; and hacks; as well as in-depth discussions of games; gaming; performance tips; and more
		Windows Vista: The Complete Reference	McGraw-Hill/Osborne	9780072263763	Filled with clear screenshots and detailed explanations; this guide will help you take full advantage of the high-performance features available in Microsoft Windows Vista and experience the power of this integrated; next-generation operating system
	Microsoft Windows XP				
		Alan Simpson's Windows XP Bible	John Wiley & Sons	9780764548604	A handbook for new or intermediate-level users covering nearly aspect of Windows XP; including the Home and Professional Editions.
		Geeks on Call Windows XP: 5-Minute Fixes	John Wiley & Sons	9780471774563	Inside this handy; get-in-get-out guide; you'll find the simplest; most direct solutions to the problems that produce Windows Fever—slow processing; unresponsive programs; botched software installations; Internet headaches; and dozens more
		It's Never Done That Before! A Guide to Troubleshooting Windows XP	No Starch Press	9781593270766	Including troubleshooting techniques and tips for solving common XP problems; this book is designed for those who know enough about computers to use one but not always enough to fix those unexpected Windows problems
		Learn Microsoft Windows XP in a Weekend	Premier Press	9781931841757	Become a Windows XP whiz...in just one weekend.
		Quick Course in Microsoft Windows XP: Fast-Track Training for Busy People	Online Training Solutions	9781582780771	Put Windows XP to work for you.
		Windows XP For Dummies	John Wiley & Sons	9780764508936	A Dummies guide for those smart enough to want to know all they can about the latest version of Windows.
		Windows XP for Visual Learners	Visibooks; LLC.	9781597060011	Use this hands-on guide to get up and running with Windows XP. Learn to start and close programs; manipulate windows; work with documents; manage files; customize your system; use the Web; and much more
		Windows XP In Pictures	Visibooks; LLC.	9781597061117	Helping beginners learn how to use computers running Microsoft Windows; this book includes sections on working with documents; managing files; using Windows utilities; and using the Web and e-mail.
		Windows XP Media Center Edition 2004 PC For Dummies	John Wiley & Sons	9780764543579	Use this handy guide to learn how you can watch and record TV; play music; and manage your home videos from your PC with the newest edition of Windows MCE 2004.
	SharePoint				
		How to Do Everything: Microsoft SharePoint 2010	McGraw-Hill/Osborne	9780071743679	Authored by a former member of the SharePoint development team; this guide will show you how to take full advantage of the content management; enterprise search; collaboration; and information-sharing capabilities of SharePoint 2010
		Microsoft Sharepoint 2003 for Dummies	John Wiley & Sons	9780764579394	Use this fun and easy book to learn how to create portal sites so teams can collaborate online on documents; policies; projects; and more.
		Microsoft SharePoint 2007 For Dummies	John Wiley & Sons	9780470099414	Offering simple instructions and focused coverage of SharePoint 2007; this plain-English guide will help you install SharePoint; create sites and grant access; manage data and business processes; use sites to improve employee relations and much more
		Microsoft SharePoint 2007 for Office 2007 Users	Wrox Press	9780470448755	Aimed at end users who face the daunting task of mastering MOSS 2007 in the enterprise business environment; this book shows you how to make effective use of what can be a confusing array of features.
		Microsoft SharePoint 2010 For Dummies	John Wiley & Sons	9780470476437	Whether you're an administrator who needs to install and configure SharePoint or a non-techie who's been charged with managing content on a SharePoint portal; you'll find the nuts-and-bolts in this book to install and configure a SharePoint portal

		Office and SharePoint 2010 User's Guide: Integrating SharePoint with Excel; Outlook; Access and Word	Apress	9781430227601	Featuring topics for Office users of all skill levels; this book examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment
		SharePoint 2003 User's Guide	Apress	9781590595145	Designed to provide you with the information you need to effectively use SharePoint; this book takes a real-world look at the best practices for Microsoft SharePoint 2003 and includes many detailed examples you can build on
		SharePoint 2007 Collaboration for Dummies	John Wiley & Sons	9780470413425	Helping you put this great collaboration tool to work right away; this guide explains what SharePoint can do and how to make it work for your business; understand the technical terms; and enable your people to collaborate on documents and spreadsheets
		SharePoint 2007 User's Guide: Learning Microsoft's Collaboration and Productivity Platform	Apress	9781590598290	Catered to anyone who works with SharePoint technologies in any capacity; this detailed book provides guidance about the new workflows; interface; and other technologies within SharePoint 2007.
	Windows 7				
		Getting StartED with Windows 7	Friends of Ed	9781430225034	Whether this is your first time with Windows; you're switching from another operating system; or you're upgrading from Windows XP or Vista; this book highlights the features that will make your time in Windows more productive and pleasurable
		PCs for Dummies; Windows 7 Edition	John Wiley & Sons	9780470465424	Loaded with good humor and great help; this refreshingly jargon-free book will allow you to make your PC safe for your kids; get in touch with your digital life; use flash drives; learn about green computing; and much more
		Windows 7 & Office 2010 For Dummies	John Wiley & Sons	9780470941881	Authored by two of the most accomplished computer reference authors of all time; Andy Rathbone and Wallace Wang; this book helps new; intermediate; and experienced users access the power of the Windows 7 operating system and Office 2010 suite to achieve maximum efficiency
		Windows 7 Bible	John Wiley & Sons	9780470509098	Thoroughly examining all three parts of the Windows 7 platform; this complete reference shows you everything you need to know to make the most of Microsoft's newest operating system.
		Windows 7 for Dummies	John Wiley & Sons	9780470497432	Whether you're new to computers or just eager to start using the newest version of Windows; this plain-English guide will help you get comfortable using all aspects of Windows 7 to manage files; applications; media; and Internet access
		Windows 7 for Dummies eLearning Kit	John Wiley & Sons	9781118031599	Windows 7 is the number one operating system in the world and if you're eager to get started using all it has to offer; this value-packed step-by-step resource is essential to your learning process.
		Windows 7 for Dummies Quick Reference	John Wiley & Sons	9780470489611	Providing quick; easy-to-find answers that can save you time and hassle every day; this concise; convenient guide covers all the must-know elements of Windows 7 so you can get on with enjoying all you can do
		Windows 7 Just the Steps for Dummies	John Wiley & Sons	9780470499818	Presented in a series of numbered steps that are concise; visually clear; and easy to follow; this fun and practical guide shows you the features and functions you need from this exciting new operating system.
		Windows 7 Made Simple	Apress	9781430236504	By showing you how to unlock the potential and power of Microsoft's latest operating system; this practical guide will help you discover the gateway to email; the Web; work; entertainment; and fun via Windows 7.
		Windows 7: No Problem!	John Wiley & Sons (UK)	9780470689677	Packed with notes; quick tips; multiple step-by-step learning paths and examples; this easy-to-use book provides the hands-on guidance you need to master Microsoft's revamped operating system.
		Windows Phone 7 Companion	John Wiley & Sons	9780470938560	With little-known tips; easy-to-navigate shortcuts; and useful tools that will save you time and effort; this concise guide presents you with invaluable advice on how to download the most anticipated apps and get your phone to exceed your expectations
		Windows Phone 7 For Dummies	John Wiley & Sons	9780470880111	Placing special focus on the features and functionality that is shared across all Windows Phone 7 series models; this fun and friendly book covers a wide range of how-to topics on everything from making simple calls to using your handheld device as a mobile computer
	Windows 8				
		Beginning Windows 8	Apress	9781430244318	From tips and tweaks to easy-to-follow; detailed descriptions; this guide takes you beyond the routine and the familiar to reveal the hidden power behind this amazing new operating system.
		Ed Bott's Windows 8 Head Start; Consumer Preview Edition	Fair Trade DX	9780984463596	Meticulously explaining how to set up; customize; and use Windows 8 so that you're productive and comfortable with it from the start; this fast-paced; information-dense guide gives you what you need to know to thoroughly evaluate the radically changed Windows 8

		Ed Bott's Windows 8 Head Start; Developer Edition	Fair Trade DX	9780984463541	Providing a full-length examination of Microsoft's pre-release version of Windows 8; this fast-paced; information-dense guide will help you get a feel for some of the subtler changes in Windows 8; with glimpses of a user interface that is still in flux
		Exploring Windows 8 for Dummies	John Wiley & Sons	9781118484791	Offering a practical helping hand to readers who want the basics of Windows 8; this book is packed with magazine-style articles; lavish illustrations; and great tips to provide an eye-catching publication that shows you how to use the new Windows 8 operating system from start to finish
		Windows 8 Five Minutes at a Time	John Wiley & Sons	9781118418642	Presenting helpful information in quick; easy-to-digest; individual tasks that you can read and learn in five minutes or less; this step-by-step guide will allow you to get the most out of the Windows 8 operating system while you work at your own pace
		Windows 8 All-in-One For Dummies	John Wiley & Sons	9781118119204	Featuring ten minibooks in one; this guide is packed with information on all aspects of the Windows 8 operating system; including how to customize Windows 8; Windows 8 and the Internet; security; networking; multimedia; and more
		Windows 8 Bible	John Wiley & Sons	9781118203880	Packed with tips; instruction; and techniques to help you hit the ground running with Windows 8; this guide covers all the exciting new features; including the Windows 82032s lock screen; Internet Explorer Immersive; Modern Reader; a new interface; and more
		Windows 8 For Dummies Quick Reference	John Wiley & Sons	9781118132432	Designed for both newbie and seasoned users; this friendly; streamlined guide provides quick; up-to-date Windows 8 answers about using the web; the interface; apps; and peripherals; including new elements such as Control Panel guide; icon glossary; shortcuts and more
		Windows 8 For Seniors For Dummies	John Wiley & Sons	9781118120286	Presenting easy-to-follow steps and tips for senior readers; this fun and friendly guide demonstrates how to use the Internet; send and receive e-mail; upload and download photos; view videos; listen to music; play games; use a webcam; and more
		Windows 8 for the Older and Wiser	John Wiley & Sons (UK)	9781119941552	Featuring an accessible writing style; a full-color layout; and numerous screenshots; this friendly; step-by-step guide explains what the "windows" are in Windows and how they work; how to customise your Windows desktop; get digital photos from your camera to your PC; and much more
		Windows 8 Secrets: Do What You Never Thought Possible with Windows 8 and RT	John Wiley & Sons	9781118204139	Authored by two internationally recognized Windows experts and Microsoft insiders; this book cuts through all the hype surrounding the release of Windows 8 to share little-known facts about how things work; what's new and different; and how you can modify Windows 8 to meet what you need
		Windows 8 Simplified	John Wiley & Sons	9781118135273	Including easy-to-follow; two-page tutorials for each task; this step-by-step guide gets beginners up and running on the newest version of Windows right away. Learn to work with the new interface and improved Internet Explorer; manage files; share your computer; and much more
		Windows 8 Visual Quick Tips	John Wiley & Sons	9781118135303	Designed for visual learners; this easy-to-use guide will show you how to work smarter and faster in Microsoft's Windows 8 operating system; from enhancing performance and managing digital content to setting up security and much more
Other					
		Compression for Great Video and Audio	Focal Press	9780240812137	Whether you're delivering for the web; DVD; Blu-ray; phones; or beyond; this book teaches you how to compress video and audio with optimal quality and minimal hassles; and develop effective workflows.
		Digital Painting Fundamentals with Corel Painter 12	Cengage Learning	9781435459885	Whether you are a beginner or an experienced artist who wants to apply your skills to the digital medium; this book will help you get the hang of Painter 12's tools and features; as well as hone and perfect your painting and drawing fundamentals; skills that can be applied in any art medium
		Facebook All-in-One for Dummies	John Wiley & Sons	9781118171080	Whether you're new to Facebook; a developer exploring apps; or a marketer interested in using Facebook for social media campaigns; this helpful; practical book thoroughly covers the essentials and helps you get the most out of Facebook and avoid hassles
		Google Powered: Productivity with Online Tools	John Wiley & Sons	9780470109656	Use this one-stop; how-to guide to unleash the power of free Google office productivity tools so you can create documents; crunch numbers; e-mail with Gmail; build Web sites; share photos; track calendars; and more
		IBM Lotus Notes 8.5 User Guide	Packt Publishing	9781849680202	Providing comprehensive coverage of Lotus Notes in its entirety; this hands-on; practical guide introduces the important features of Lotus Notes; and at the same time gives business users a deeper and clearer understanding of basic functionality
		iMac For Dummies; 7th Edition	John Wiley & Sons	9781118202715	An ideal way to get started with the basics; this handy guide will show you how to take control of the powerful iMac and become a pro. From iTunes and iPhoto to iWork and iCloud; you'll find out how to use it all and take a bite out of your Apple
		LinkedIn For Dummies; 2nd Edition	John Wiley & Sons	9780470948545	Offering new advice to help you market yourself; grow your business; and take your professional network to all new levels; this book shares tips and advice for making connections; finding a job; getting a better salary; attracting investors; and much more

		PCs All-in-One for Dummies; 5th Edition	John Wiley & Sons	9780470614549	Whether you use your PC for work or play; this soup-to-nuts guide provides users of all experience levels the most up-to-date coverage of PC hardware; Windows 7; the Internet; Office 2010; digital media; upgrading and troubleshooting; social media; and more
		Secrets of ProShow Experts: The Official Guide to Creating Your Best Slide Shows with ProShow Gold and Producer	Cengage Learning	9781435454842	Providing readers with easy-to-follow examples and expert advice; this one-fo-a-kind guide teaches creative techniques for creating more professional-looking and polished slide shows with ProShow software.
		Skype For Dummies	John Wiley & Sons	9780470048917	Offering great advice about hardware; directions for downloading and installing Skype; this easy-to-use guide will help you to understand all the hype about Skype and make this cool alternative communication system work for you
		The Legal Protection of Databases	Thorogood	9781854182456	Inventions can be patented; knowledge can be protected through the law of trade secrets; but information itself? This report examines the current law to find answers to this question.
		The Photographer's Eye: Composition and Design for Better Digital Photos	Focal Press	9780240809342	Including 350 color images from real photographic assignments; with schematic illustrations of how and why the images work; this book shows how anyone can develop the ability to see and shoot great digital photographs
		TI-84 Plus Graphing Calculator For Dummies	John Wiley & Sons	9780764571404	Get a handle on the tool that does everything from basic math to probabilities. This easy-to-use guide helps you squeeze all the value from the handy TI-84 Plus that solves equations and creates graphs; constructs geometric figures; and much more
		Windows Netbooks: The Path to Low-Cost Computing	Apress	9781430223993	Netbooks are breaking all the rules—longer battery life; lightweight; and easy to use. This book is your guide to pushing a netbook to its maximum potential and keeping spending to an absolute minimum.